UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

LOCAL RULES

JANUARY 1, 1996

As Amended Through December 1, 2009

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I. SCOPE OF THE RULES

1.1 General Rules

(a) Title and Citation. The local rules shall be known as the "Local Rules of the United States District Court for the District of New Hampshire." They shall be cited as "LR __."

(b) Effective Date. Effective January 1, 1996, as amended December 1, 2009.

(c) Relationship to Prior Rules. The local rules supersede all previous rules promulgated by this court. They shall apply to all new actions and all actions pending at the time they take effect except to the extent that the court determines that application of the local rules would not be feasible or would work injustice in which event the former rules shall govern.

(d) Construction. United States Code, Title 1, Sections 1 to 5, shall govern the construction of the local rules.

(e) Numbering. The numbering of the local rules tracks the numbers of the Federal Rules of Civil Procedure.

(f) Scope. Local Rules 1.1 - 83.14 shall govern the procedure in all civil actions.

(g) Definitions.

"Attorney" or "counsel" includes any party appearing pro se.

"Clerk" or "clerk's office" means the clerk of the United States District Court and deputy clerks unless the context dictates otherwise.

"Conventionally Filed/Served" means documents or other materials presented to the court or party in paper or other non-electronic format.

"Court" means the district or magistrate judge to whom a civil or criminal action, proceeding, case, or matter has been assigned.

"Electronically Filed/Served" means the transmission of a document in a portable document format (“PDF”) for filing and service through the court’s electronic case filing system.

"Filings" means pleadings, motions, or other documents; "initial filings" means the pleading or other document which initiates an action.

"Judge" means United States District Judge.

"Party" means the attorney as well as the person or entity being represented unless the context dictates otherwise.

(§§ (e), and (f) amended 1/1/97; § (b) amended 1/1/97, 1/1/98, 1/1/99, 1/1/00, 1/1/01, 1/1/02, 1/1/03, 1/1/04, 1/1/05, 6/1/05, 1/1/06, 1/1/07, 1/1/08, 12/1/09; § (g) definition for Court Information System deleted 1/1/00; §(f) amended 1/1/06; § (g) amended 1/1/08)

1.2 Availability; Amendments of Local Rules

(a) Availability. Copies of the local rules may be purchased at the clerk's office. They are also available via the court's web site (www.nhd.uscourts.gov).

(b) Amendments. Except as otherwise provided, the court shall give notice of proposed amendments to the local rules through publication in the *New Hampshire Bar News*, posting in the clerk's office, and posting on the court's web site. The court shall allow at least thirty (30) days from the date of notice for public comment.

When the court determines that there is an immediate need for an amendment, it may proceed without providing public notice or public comment, provided that the court promptly thereafter gives public notice and opportunity for public comment.

(§§ (a) and (b) amended 1/1/00; 1/1/01)

1.3 Sanctions; Relief From Failure to Comply

(a) Sanctions. Except as otherwise provided by law, the court may dismiss an action, enter a default, or impose other sanctions it deems appropriate, for any violation of, or failure to comply with, the local rules.

Violation of any local rule governing the form of filing may be sanctioned by imposing a fine against the attorney for the party that has violated the rule. A party wishing to contest the imposition of any fine shall file a motion to vacate prior to payment of any fine. The court shall not consider motions filed after payment of any fine.

(b) Relief From Failure to Comply. The court may excuse a failure to comply with any local rule whenever justice so requires.

II. COMMENCEMENT OF ACTION, SERVICE OF PROCESS, PLEADINGS, MOTIONS, AND ORDERS

3.1 Civil Cover Sheet

Except as otherwise provided, every initial filing shall be accompanied by a completed civil cover sheet. The clerk's office shall promptly notify any party of the omission of a civil cover sheet. Pro se parties are exempt from this requirement.

Matters appearing only on the civil cover sheet shall have no legal effect in that action. Civil cover sheets are available in the clerk's office.

4.1 Summons; Waiver of Service for Summons

A summons or notice of lawsuit and request for waiver of service for summons shall be delivered to the clerk's office contemporaneously with the filings to be served with the summons. If a summons or notice/request form is not used, the summons or notice/request shall conform with the requirements of Fed. R. Civ. P. 4(a) and (d)(1). Summons or notice of lawsuit and request for waiver of service for summons forms are available in the clerk's office and on the court's web site (www.nhd.uscourts.gov).

(Amended 1/1/97, 1/1/08)

4.2 In Forma Pauperis Applications

(a) Financial Information.

(1) All Applications. All applications to proceed in forma pauperis shall be accompanied by a financial affidavit which shall disclose the applicant's income, assets, expenses, and liabilities. The court may require applicants who are not institutionalized to file an additional affidavit or produce additional information relevant to the applicant's financial ability to pay the full filing fee.

(2) Applications by Institutionalized Persons. Institutionalized persons shall also submit, for the prior six-month period and certified by the institution or appropriate governmental entity, (1) a copy of the applicant's trust account statement at the institution ("certified trust account statement") and (2) a statement showing the average monthly deposits to and average monthly balance in the applicant's account. Applicants institutionalized for less than six (6) months shall submit a certified trust account statement for the entire period of institutionalization and the deposit and balance statements average for the same period.

(b) Eligibility for In Forma Pauperis Status. An applicant shall be entitled to proceed in forma pauperis if the applicant's financial affidavit and/or certified trust account statement demonstrates that the applicant is unable to pay or prepay the fees and pay the costs of the action and the court determines that the applicant has not deliberately depleted his or her assets in order to become eligible for in forma pauperis status.

(c) Filing Fee.

(1) Nonincarcerated Persons. The court may require an applicant to pay a partial filing fee provided that the fee assessed does not exceed the greater of fifteen percent (15%) of the value of the applicant's liquid assets or fifteen percent (15%) of the applicant's net monthly income after deducting reasonable expenses. In no event shall a partial filing fee be less than $5.

(2) Incarcerated Persons. 28 U.S.C. § 1915, as amended, requires an inmate to pay the full filing fee when bringing a civil action. If insufficient funds exist in the inmate's account, the court will assess an initial partial filing fee.

(A) Initial Partial Filing Fee. Should in forma pauperis status be granted, the court will set an initial partial filing fee in the amount of twenty percent (20%) of the greater of (a) the average monthly deposits to the inmate's account for the prior six (6) months; or (b) the average monthly balance in the inmate's account for the prior six (6) months.

(B) Balance. Subsequent monthly payments of twenty percent (20%) of the preceding month's income shall be made until the filing fee is paid in full. Said payments shall be deducted whenever the inmate's account exceeds $10.

(d) Objections. Objections to any filing fee ordered by the court shall be filed with the clerk's office within fourteen (14) days of that order and shall demonstrate factors, such as lack of ability, which justify not paying the required fee.

(e) Multiple Plaintiffs. The court shall compute any partial filing fee for each person named as a plaintiff or petitioner in the underlying action, provided that the aggregate of the partial filing fees does not exceed the full filing fee for that type of action. If the aggregate of the partial filing fees exceeds the full filing fee, the court shall reduce proportionately the partial filing fees so that the total of the assessed fees does not exceed the full filing fee.

(f) Recision of Leave to Proceed In Forma Pauperis. The court may, either on its own or on motion by any party made in accordance with this rule, review and rescind, wholly or in part, leave to proceed in forma pauperis if the party to whom leave was granted becomes capable of paying the full filing fee or is found to have willfully misstated information in the application or for any other lawful ground.

(g) Litigation Expenses. The granting of an application to proceed in forma pauperis does not waive the applicant's responsibility to pay the expenses of litigation which are not waived by 28 U.S.C. §§ 1825 and 1915.

(Amended 1/1/97; § (d) amended 12/1/09)

4.3 Pro Se Filings

(a) Scope. This rule applies to all actions commenced with filings not signed by an attorney authorized to appear before the court.

(b) Compliance with Other Rules. All parties proceeding pro se shall comply with these local rules and the Federal Rules of Civil Procedure.

(c) Filings. Filings by pro se parties shall be on forms provided by the clerk's office or in a format substantially conforming to such forms and LR 5.1.

(d) Responsibilities of Clerk's Office and Magistrate Judge.

(1) Nonincarcerated Plaintiffs and Removal Defendants.

(A) Filing Fee Paid. The clerk's office shall forward initial filings, including actions removed by a pro se defendant, to the magistrate judge for preliminary review to determine whether the court has subject matter jurisdiction. If the magistrate judge determines that the court lacks subject matter jurisdiction, the magistrate judge shall either recommend that the filings be dismissed or grant the party leave to file amended filings in accordance with the magistrate judge's directives.

(B) In Forma Pauperis. The clerk's office shall forward initial filings and any subsequent amendments to those filings by persons granted in forma pauperis status, including actions removed by a pro se defendant, to the magistrate judge for preliminary review. After the initial review, the magistrate judge may:

(i) report and recommend to the court that the filing be dismissed because the allegation of poverty is untrue, the action is frivolous or malicious, fails to state a claim upon which relief may be granted, or seeks monetary relief against a defendant who is immune from such relief under 28 U.S.C. § 1915(e)(2); or it fails to establish subject matter jurisdiction under Fed. R. Civ. P. 12(b)(1); or

(ii) grant the party leave to file an amended filing in accordance with the magistrate judge's directives; or

(iii) pursuant to Fed. R. Civ. P. 4(c)(3), appoint a person to effect service.

(2) Incarcerated Plaintiffs. The clerk's office shall forward initial filings and any subsequent amendments to those filings by inmates to the magistrate judge for preliminary review, whether or not a filing fee has been paid, pursuant to 28 U.S.C. § 1915A(a). After the initial review, the magistrate judge may:

(A) report and recommend to the court that the filing, or any portion of the filing, be dismissed because:

(i) the allegation of poverty is untrue, the action is frivolous, malicious, or fails to state a claim upon which relief may be granted, or seeks monetary relief from a defendant who is immune from such relief under 28 U.S.C. § 1915A(b); or

(ii) it fails to establish subject matter jurisdiction under Fed. R. Civ. P. 12(b)(1);

(B) grant the party leave to file an amended filing in accordance with the magistrate's directives; or

(C) pursuant to Fed. R. Civ. P. 4(c)(3), appoint a person to effect service if the incarcerated person is proceeding in forma pauperis, or pursuant to Fed. R. Civ. P. 4(b), order the clerk's office to issue summons(es) against the adverse party if the inmate paid the filing fee, in which event the action shall proceed as all other actions. Service shall not be made, or be deemed to have been made, on any defendant until an order is issued directing service.

(e) Pleadings Filed by Represented Parties. Any litigant who is represented by an attorney may not file a pleading in a case unless:

(1) The court grants a motion for leave to file a pro se pleading; or

(2) The litigant is filing a motion related to the status of counsel.

Any pro se pleading that does not comply with this rule shall not be added to the court's docket or presented to a judicial officer for ruling and shall be returned to the filer.

(§ (d) amended 1/1/98; §§ (d)(1)(A), (d)(2), and (d)(2)(A)(i) amended 1/1/00; § (d)(1)(A) amended 1/1/03; §§ (d)(1)(B)(iii), (d)(2)(C) amended 1/1/08; §§ (d)(1)(A) and (B) amended, § (e) added 12/1/09)

4.4 Payment of Fees

Except as otherwise required by law or ordered by the court, the clerk's office shall not docket any filings, issue any process, or render any other service for which a fee is prescribed by statute or by the Judicial Conference of the United States unless the fee is prepaid or an in forma pauperis motion has been filed.

The clerk's office shall docket any notice of appeal upon receipt.

(Amended 1/1/00, 1/1/03, 1/1/06)

5.1 Format and Service of Filings

(a) Size and Format. Filings shall be on 8 1/2 x 11 inch paper of good quality; be plainly typewritten, printed, or prepared by a clearly legible duplication process in a font size no smaller than ten (10) characters per inch or, if a proportionately spaced font is used, no less than twelve (12) point; have no less than one (1) inch margins; be consecutively numbered in the bottom center of each page; and be double spaced except for quoted material. Footnotes shall be used sparingly.

(1) Unbound Conventional Paper Filings. Complaints, motions, appendices, exhibits, attachments and supporting memoranda shall be stapled or otherwise attached but shall not be permanently bound.

(2) Requirements for Appendices. When a conventionally filed paper appendix or attachment includes more than one exhibit, it shall also include a table of contents or index, and each exhibit shall be separately numbered and marked with a separate tab page. All affidavits submitted to the court shall be included as exhibits in the appendix or attachment. All documents submitted to the court as exhibits, attachments, or appendices shall be complete, legible copies. As to each appendix or attachment submitted to the court, counsel are encouraged to include all relevant documents and should avoid incorporating prior submissions by reference.

(b) Identification of Attorney. The attorney's name, address, telephone number, e-mail address and New Hampshire bar number, or its equivalent in cases where the attorney is not a member of the New Hampshire bar, shall appear on all filings. The bar number shall immediately follow the attorney's typed name in the signature section of all filings.

(c) Identification of Filings. All filings shall contain the caption of the case and a description of its contents and identify the party on whose behalf it is filed. All filings subsequent to the initial filing shall also show the proper docket number including the suffix which indicates the initials of the presiding judge.

When any filing includes a request for special process or relief or any other request that, if granted, would require the court to proceed other than in the ordinary course, the request shall be noted on the first page, immediately to the right of, or immediately beneath, the caption.

(d) Certificate of Service. The certificate of service required by Fed. R. Civ. P. 5(d)(1) shall state the name and address of the attorney or party served, the manner of service, the date of service, and shall be personally signed by one counsel of record or by a party proceeding pro se.

(e) Facsimile Filings. The clerk's office shall not accept filings by facsimile without an oral or written court order authorizing such filings.

(f) Affidavits. All affidavits shall identify the filing they support or oppose by indicating the filing's title.

(g) Removed Actions. This rule shall not apply to exhibits or filings in removed actions filed prior to removal from state court.

(h) Translations Required. Absent an order of the court upon a showing of good cause, the court will reject documents not in the English language unless translations are furnished. Partial translations are acceptable if stipulated to by the parties or submitted by a party. When partial translations are submitted by a party, opposing parties may submit translations of such additional parts as they deem necessary for a proper understanding of the substance of the matter submitted.

(§ (a), 2nd paragraph regarding binding requirements deleted 1/1/00; §§ (a)(1) and (2) added 1/1/00; retitled, new § (d) added, former § (d)-(f) relettered accordingly 1/1/04; §§ (a)(1)-(2) amended 1/1/06; § (a)(1) retitled, §§ (a)(2) and (b) amended, § (d) amended, § (h) added 1/1/08)

5.2 Nonconforming Filings

The clerk's office shall file nonconforming filings, subject to the court striking the filing on its own initiative or on motion by a party.

5.3 Citation Format for Opinions Issued by This Court

(a) Reported Opinions. Opinions that are reported in the Federal Supplement, the Federal Rules Service, or the Federal Rules Decisions shall be cited either by citing to the reporter in which the opinion is published or by using the citation format specified in subsection (b).

(b) Unreported Opinions Published on the Court's Web Site and Issued After January 1, 2000. Unreported opinions that are published on the court's web site (www.nhd.uscourts.gov) and issued after

January 1, 2000, shall be cited using the four-digit year in which the opinion is issued, the letters "DNH," the three-digit opinion number located below the docket number on the right side of the case caption and, where reference is made to specific material within the opinion, the page number that appears in the Portable Document Format (PDF) version of the opinion that is available on the court's web site, e.g., United States v. Smith, 2000 DNH 001, 6.

(c) Other Opinions. All other opinions shall be cited using the citation form for unreported decisions suggested in the Blue Book.

(Added 1/1/01)

5.4 Filing and Service by Electronic Means

(a) Filing. Pursuant to Fed. R. Civ. P. 5(d)(3) and Fed. R. Crim. P. 49(d), the clerk's office will accept papers filed, signed, or verified by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes, and that comply with procedures for electronic filing established by the court. A paper filed by electronic means in compliance with this Rule and the Administrative Procedures for Electronic Case Filing constitutes a written paper for the purposes of applying these rules and the Federal Rules of Civil and Criminal Procedure and constitutes entry of the pleading or other paper on the docket kept by the clerk under Fed. R. Civ. P. 58 and 79 and Fed. R. Crim. P. 49 and 55.

(b) Service. Service of court orders and service by the parties pursuant to Fed. R. Civ. P. 5(b) and Fed. R. Crim. P. 49(b) may be accomplished through the court's transmission facilities and the court may enact procedural orders governing such service.

(Added 1/1/04; § (a) amended 1/1/08)

6.1 Computation of Time

Wherever in these rules reference is made to filing, time periods shall be determined in accordance with Fed. R. Civ. P. 6(a). All time periods running from the date of service shall be determined in accordance with Fed. R. Civ. P. 6(a) and (d). Rule 6(d) does not apply to time periods calculated from the date of filing. The last day for documents submitted using the 24-hour depository shall end at midnight local time unless a different time is established by court order.

(Added 1/1/03; amended 1/1/08, 12/1/09)

III. PLEADINGS AND MOTIONS

7.1 Motions

(a) Form.

(1) Title and Content. All motions must contain the word "motion" in the title. Filers shall not combine multiple motions seeking separate and distinct relief into a single filing. Separate motions must be filed. Objections to pending motions and affirmative motions for relief shall not be combined in one filing.

(2) Memorandum and Supporting Documents. Every motion and objection shall be accompanied by a memorandum with citations to supporting authorities or a statement explaining why a memorandum is unnecessary. Every motion and objection which require consideration of facts not in the record shall be accompanied by affidavits or other documents showing those facts.

(3) Length of Memorandum. Except by prior leave of the court, no memorandum in support of, or in opposition to, a nondispositive motion shall exceed fifteen (15) pages and no memorandum in support of, or in opposition to, a dispositive motion shall exceed twenty-five (25) pages.

(b) Time for Response. Except as otherwise required by law or order of the court, every objection, except objections to summary judgment motions, shall be filed within fourteen (14) days from the date the motion is served. Objections to summary judgment motions shall be filed within thirty (30) days from the date the motion is served. The court shall deem waived any objection not filed in accordance with this rule.

(c) Concurrence. Any party filing a motion other than a dispositive motion shall certify to the court that a good faith attempt has been made to obtain concurrence in the relief sought. If the moving party has obtained concurrence, a statement of concurrence shall be included in the body of the motion so the court may consider it without delay. If concurrence has been obtained, the motion shall also contain the words "assented-to" in its title. The requirements of this subsection shall not apply to motions involving an incarcerated pro se litigant.

(d) Oral Argument. Except as otherwise provided, the court shall decide motions without oral argument.

The court may allow oral argument after consideration of a written statement by a party outlining the reasons why oral argument may provide assistance to the court. Unless otherwise ordered, each side's argument shall be limited to fifteen (15) minutes.

(e) Reply or Surreply Memorandum.

(1) Dispositive Motions. Within fourteen (14) days of the service of an objection or opposition to a dispositive motion, the party filing the dispositive motion may file a reply memorandum not to exceed ten (10) pages restricted to rebuttal of factual and legal arguments raised in the objection or opposition memorandum. Written or oral notice of an intention to file a reply memorandum shall be provided to the court and opposing counsel within three (3) days of the service of the objection or

opposition to the dispositive motion. Absent notice, the dispositive motion shall be deemed ripe when the objection or opposition to the dispositive motion is filed.

(2) Nondispositive Motions. A memorandum in reply to an objection or opposition to a nondispositive motion shall not be permitted without prior leave of court. Any motion for leave to file such a reply shall be filed within fourteen (14) days of the service of the objection or opposition to which the reply would respond and shall attach the proposed reply, which will be limited to five (5) pages, as an exhibit. Written or oral notice of an intention to move for leave to file a reply memorandum shall be provided to the court and opposing counsel within three (3) days of the service of the objection or opposition to the nondispositive motion. Absent notice, the nondispositive motion shall be deemed ripe when the objection or opposition to the nondispositive motion is filed.

(3) Surreply Memorandum. A surreply memorandum shall not be permitted without prior leave of court. Any motion for leave to file a surreply shall be filed within fourteen (14) days of the service of the reply memorandum to which the surreply would respond and shall attach the proposed surreply, which will be limited to five (5) pages, as an exhibit. Written or oral notice of an intention to move for leave to file a surreply memorandum shall be provided to the court and opposing counsel within three (3) days of the service of the reply to the objection. Absent notice, the motion shall be deemed ripe when the reply to the objection is filed. Motions for leave to file a surreply will only be granted under extraordinary circumstances.

(§ (c) amended 1/1/97; § (a)(4) amended 1/1/00; (a)(4), Reply Memorandum, stricken and § (e) added 1/1/01; § (e)(1) amended 1/1/02; §§ (b) and (e)(1)-(3) amended 1/1/03; §§ (a)(1) and (e)(2)-(3) amended 1/1/06; §§ (e)(2)-(3) amended 1/1/08; §§ (b) and (e)(1)-(3) amended 12/1/09)

7.2 Specified Motions

(a) Motions to Extend Time. Motions to extend time shall state whether the extension would result in the continuance of any hearing, conference, or trial, and state the proposed extended date.

Motions to extend time based upon a scheduling conflict shall be filed within seven (7) days of the date that counsel learned, or reasonably should have learned, of the scheduling conflict.

(b) Summary Judgment Motions.

(1) Memorandum in Support. A memorandum in support of a summary judgment motion shall incorporate a short and concise statement of material facts, supported by appropriate record citations, as to which the moving party contends there is no genuine issue to be tried.

(2) Memorandum in Opposition. A memorandum in opposition to a summary judgment motion shall incorporate a short and concise statement of material facts, supported by appropriate record citations, as to which the adverse party contends a genuine dispute exists so as to require a trial. All properly supported material facts set forth in the moving party's factual statement shall be deemed admitted unless properly opposed by the adverse party.

(c) Motions to Strike. Any motion to strike material offered in support of or in opposition to a motion must be filed within fourteen (14) days of the service of the motion or objection to which the objected-to material is attached.

(d) Motions for Continuance of Trials. A motion to continue a trial shall contain a certification that the party on behalf of whom the motion was filed has been notified of the request by counsel.

(e) Motions for Reconsideration. A motion to reconsider an interlocutory order of the court, meaning a motion other than one governed by Fed. R. Civ. P. 59 or 60, shall demonstrate that the order was based on a manifest error of fact or law and shall be filed within fourteen (14) days from the date of the order unless the party seeking reconsideration shows cause for not filing within that time. Cause for not filing within fourteen (14) days from the date of the order includes newly available material evidence and an intervening change in the governing legal standard.

When a motion to reconsider a ruling by the magistrate judge is directed to the magistrate judge, an objection pursuant to Federal Rule of Civil Procedure 72 or 28 U.S.C.A. § 636(b)(1) shall be filed within fourteen (14) days after being served with a copy of the magistrate judge's ruling on the motion to reconsider.

(Prior (c), Motions for Continuance of Trials, and (d), Motions for Reconsideration, relettered to (d) and (e), and new § (c), Motions to Strike, added 1/1/01; § (e) amended 1/1/02; § (c) amended 1/1/03; § (e) amended 1/1/06; §§ (c) and (e) amended 12/1/09)

7.3 Hazardous Pleadings and Exhibits

No party may file any hazardous pleading or exhibit without prior leave of court. For purposes of this rule "hazardous pleading or exhibit" includes, but is not limited to, narcotics, controlled substances, firearms, ammunition, explosives, poisons, dangerous chemicals, blood, blood residue, body waste, urine, human or animal tissue or infectious material. Any hazardous exhibit filed without prior leave of court will not be handled by court personnel and will either be returned to the filer undocketed or destroyed without prior notice to the filer at the discretion of the clerk or judge.

(former LR 7.3 Stipulations, stricken 1/1/01; Hazardous Pleadings & Exhibits, added 1/1/08)

7.4 Habeas Corpus Petitions Under 28 U.S.C. § 2254

Within sixty (60) days of serving its answer to the petition for habeas corpus, the respondent shall file either:

1. a written statement representing that an evidentiary hearing is necessary to resolve disputed issues of material fact; or

2. if the respondent believes that there are no disputed issues of material fact, a dispositive motion (e.g., a motion for summary judgment), with specific references, where applicable, to the pertinent transcripts and state court orders. See also LR 7.2 governing memoranda filed in support of motions for summary judgment.

(Added 1/1/01; amended 1/1/03)

7.5 Disclosure Statement

(a) Form of Filing. The disclosure statement referenced in Fed. R. Civ. P. 7.1 and this rule shall substantially conform to Civil Form 3, Sample Disclosure Statement.

(b) Additional Information. The disclosure statement shall also identify any publicly held corporation with which a merger agreement exists.

(c) Partnerships and Limited Liability Companies. When a partnership or a limited liability company (LLC) is a party to an action or proceeding, the partnership/LLC shall file a disclosure statement providing the information required in Fed. R. Civ. P. 7.1 and § (b) of this rule or shall state that there is no such corporate entity that holds such an interest in the partnership/LLC.

(d) Time for Filing in Removal Actions. In removal actions, a nongovernmental corporate plaintiff or a partnership plaintiff must file a disclosure statement within twenty-one (21) days from the date the notice of removal is filed or with its first appearance, pleading, petition, motion, response, objection, or request, whichever is filed sooner.

(Formerly LR 83.6(a)(4), renumbered to 7.5 and amended 1/1/01; retitled, § (a) retitled and amended, (b) retitled, relettered to (d) and amended, and new §§ (b) and (c) added 1/1/03; §§ (c) and (d) amended 12/1/09)

8.1 [reserved]

(8.1, Redaction of Personal Identifiers in Filings, added 1/1/04; § (d) added 1/1/06; stricken 1/1/08)

9.1 Social Security Cases

The following procedures shall govern all actions challenging a final decision of the Commissioner of the Social Security Administration filed pursuant to § 205(g) of the Social Security Act, 42 U.S.C. § 405(g).

(a) The defendant shall serve and file its answer, together with a certified copy of the administrative record, within sixty (60) days after service on the Commissioner. If a closed case is reopened, the defendant shall serve and file a certified copy of the administrative record within sixty (60) days after the order reopening the case is issued.

(b) Within thirty (30) days after the administrative record is filed, the plaintiff shall:

(1) serve and file a Motion for Order Reversing Decision of the Commissioner or for Other Relief and a supporting memorandum; and

(2) serve on the defendant a proposed Joint Statement of Material Facts. This statement shall be in a narrative form, contain record citations, describe all facts pertinent to the decision of the case and all significant procedural developments, and define all medical terms.

(c) The defendant shall inform the plaintiff within fourteen (14) days of any proposed additions or deletions to the joint statement. If the parties are unable to agree on a proposed fact to be included in the joint statement, the parties shall attach a list of disputed facts to the joint statement identifying the party who proposes inclusion of each disputed fact and the record support for each proposed inclusion.

(d) Within thirty (30) days after the plaintiff's Motion for Order Reversing Decision is filed, the defendant shall serve and file the revised Joint Statement of Material Facts, a Motion for Order Affirming Decision of the Commissioner or for Other Relief, and a supporting memorandum. The motion and memorandum shall respond to the specific issues raised in the plaintiff's motion. Neither party shall otherwise be required to file an objection to the other party's motion.

(§ (a) amended 1/1/05; § (c) amended 12/1/09)

9.2 Requests for Three-Judge Court

(a) Notification of Request. To request a three-judge court, a party shall include "Three-Judge District Court Requested" or the equivalent immediately following the title of the initial filing and set forth the basis for the request in that filing or in a brief memorandum attached thereto.

(b) Failure to Comply. Failure to comply with this local rule is not a ground for failing to convene or for dissolving a three-judge court.

(Prior § (b), Copies Required, stricken, prior § (c) relettered to § (b) 1/1/08)

9.3 Individuals with Disabilities Education Act (IDEA) Cases

The following procedures shall govern all actions based upon 20 U.S.C. § 1415(i).

(a) The Administrative Record. The administrative record shall consist of any documents contained in the administrative file, any findings or decisions of the hearing officer, a transcript of those portions of the administrative hearing or hearings that either party or the court reasonably deems to be necessary to the resolution of the case, and any exhibits produced during the administrative hearing or hearings. The administrative record will be sealed upon filing with the court, unless otherwise ordered.

(b) Filing of the Administrative Record. The plaintiff shall obtain and file a copy of the administrative record within thirty (30) days after the complaint is filed. If a portion of the administrative hearing required to resolve the case has not been transcribed by the date that the administrative record is filed, the plaintiff shall order a transcript of that portion of the hearing within fourteen (14) days after the administrative record is filed, and file the transcript as soon as it becomes

available. When the plaintiff determines that the administrative record is complete, the plaintiff shall serve on the defendant a proposed certificate of completion listing the documents and portions of the transcript comprising the administrative record. If the defendant agrees that the administrative record is complete, the defendant shall promptly file the certificate of completion. Alternatively, if the defendant determines that a transcript of additional portions of the administrative hearing or additional documents comprising the record will be required, the defendant shall notify the Court of its intent to supplement the administrative record within fourteen (14) days of being served with the proposed certificate of completion. The defendant shall then order the supplemental transcript within fourteen (14) days after the notice of intent to supplement the administrative record is filed. The defendant shall file the supplemental transcript, any additional documents and a certificate of completion as soon as the supplemental transcript becomes available.

(c) Evidentiary Hearings. Within fourteen (14) days after the answer or the certificate of completion is filed, whichever is later, any party seeking an evidentiary hearing shall file a motion for evidentiary hearing and a supporting memorandum. The motion and the supporting memorandum shall identify with specificity any evidence that will be produced at the evidentiary hearing and shall explain why such evidence is necessary to the resolution of the case. Any objection to a motion for evidentiary hearing shall be filed together with a supporting memorandum within fourteen (14) days after the motion is filed. An evidentiary hearing will not be held unless ordered by the court.

(d) Joint Statement of Material Facts. Within thirty (30) days after the answer or a certificate of completion is filed, whichever is later, the plaintiff shall serve on the defendant a proposed joint statement of material facts. This statement shall be in narrative form, contain record citations, summarize all procedural developments, and describe all facts pertinent to the resolution of the case. Within fourteen (14) days after the proposed joint statement of material facts is filed, the defendant shall inform the plaintiff of any proposed additions or deletions to the joint statement. Within fourteen (14) days of receipt of the defendant's proposed additions and deletions, the plaintiff shall file a joint statement of material facts containing all agreed-upon facts and record citations. If any material facts remain in dispute, the parties shall each file a list of disputed facts including record citations within fourteen (14) days after the joint statement of material facts is filed by the plaintiff.

(e) Decision Memoranda. Unless the court orders an evidentiary hearing, the parties shall file Decision Memoranda within thirty (30) days after the joint statement of material facts is filed. Each party shall then have fourteen (14) days to file a reply to the other party's Decision Memorandum. The reply shall not exceed ten (10) pages.

(Added 1/1/98; § (a) amended 1/1/00; §§ (b)-(e) amended 1/1/01; cite in introductory sentence amended 1/1/03; § (b) amended 1/1/08; §§ (b) through (e) amended 12/1/09)

9.4 Cases under § 502(a)(1)(B) of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. § 1132(a)(1)(B)

Unless otherwise ordered by the court, the following procedures shall govern all actions that include one or more claims under § 502(a)(1)(B), including removed cases in which an ERISA claim is pled and removed or diversity cases in which the court subsequently determines that ERISA preempts the state law claims.

(a) The Administrative Record. The defendant shall serve and file a copy of the administrative record with its answer. In those cases in which the court determines ERISA preempts state law claims and orders the plaintiff to file an amended complaint setting forth an ERISA claim, the defendant shall serve and file the administrative record with its answer to the amended complaint. The administrative record shall consist of all relevant plan documents and any documents submitted, considered, or generated in the course of making the benefit determination. Any motion to modify the administrative record shall be served and filed within fourteen (14) days after the administrative record is served.

(b) Joint Statement of Material Facts. Within thirty (30) days after the filing of the administrative record or the court's ruling on any motion to modify the administrative record, whichever is later, the plaintiff shall serve on the defendant a proposed joint statement of material facts. This statement shall be in narrative form, contain record citations, summarize all procedural developments, and describe all facts pertinent to the resolution of the case. Within fourteen (14) days after the proposed joint statement of material facts is served, the defendant shall inform the plaintiff of any proposed additions or deletions to the joint statement. Within fourteen (14) days after service of the defendant's proposed additions and deletions, the plaintiff shall serve and file a joint statement of material facts containing all agreed-upon facts and record citations. If any material facts remain in dispute, the parties shall each file a list of disputed facts, including record citations, within fourteen (14) days after the joint statement of material facts is filed by the plaintiff.

(c) Decision Memoranda. Within thirty (30) days after the joint statement of material facts is filed, plaintiff shall serve and file a motion for judgment on the administrative record and a supporting memorandum. Within thirty (30) days after plaintiff's motion for judgment on the administrative record is filed, defendant shall serve and file its motion for judgment on the administrative record and a supporting memorandum. The defendant's motion and memorandum shall respond to the specific issues raised in the plaintiff's motion and memorandum. Plaintiff may file a reply memorandum pursuant to LR 7.1(e)(1). Neither party shall file an objection to the other party's motion.

(d) Discovery and Trial. Initial disclosure under Fed. R. Civ. P. 26(a) shall not be made, discovery shall not be permitted except as stated herein, and a trial date shall not be set prior to the court's ruling on the motions for judgment on the administrative record. Any party may move the court to permit limited discovery on issues of conflict of interest or bias as permitted by case authority.

(Added 6/1/05; § (d) amended 12/1/09; §§ (a) and (b) amended 12/1/09)

15.1 Motions to Amend

(a) Motions. A party who moves to amend a filing shall (i) attach the proposed amended filing to the motion to amend, (ii) identify in the motion or a supporting memorandum any new factual allegations, legal claims, or parties, and (iii) explain why any new allegations, claims, or parties were not included in the original filing.

(b) Amended Pleadings. Any amendment to a pleading, whether filed as a matter of course or upon a motion to amend, shall reproduce the entire filing as amended and may not incorporate any prior filing by reference, except by leave of court.

(Amended and split into §§ (a) and (b) 1/1/98)

16.1 Preliminary Pretrial Conferences

(a) Scheduling. The court will hold a preliminary pretrial conference in all cases except those cases which have been designated as administrative track cases pursuant to LR 40.1 or those cases in which the discovery plan has been approved.

(b) Subjects for Consideration. The court may consider and take appropriate action on any matter referenced in the discovery plan filed by the parties pursuant to Fed. R. Civ. P. 26(f) and any other subject listed in Fed. R. Civ. P. 16(c). The parties shall be prepared to discuss a proposed trial date, any stipulated or proposed changes to the disclosures under Fed. R. Civ. P. 26 or the presumptive limits in Fed. R. Civ. P. 30(a), 30(b), 31(a), 33(a) or the number of requests in Fed. R. Civ. P. 36. See Civil Form 2.

(§ (a) amended 1/1/00; § (b) amended 1/1/01)

16.2 Final Pretrial Statements

(a) Contents. Final pretrial statements shall be filed in accordance with Fed. R. Civ. P. 26(a)(3) and, in addition to the requirements of that rule, shall contain:

(1) a brief statement of the case assented to by all parties, except assent shall not be required in cases in which one or more of the parties is an incarcerated pro se litigant;

(2) the name and, if not previously provided, the address and telephone number of each witness, separately identifying those whom the party expects to present and those whom the party may call if the need arises;

(3) a written waiver of claims or defenses, if any;

(4) a list of all depositions which may be read into evidence, with page/line designations filed ten (10) days prior to trial, counter-designations filed five (5) days prior to trial, and objections filed two (2) days prior to trial;

(5) a list of all exhibits to be offered at trial separately identifying those which the party expects to offer and those which the party may offer if the need arises. Exhibits intended to be used solely for impeachment need not be listed;

(6) an itemized statement of special damages;

(7) except in actions tried without a jury, a statement of the latest demand and offer, and a statement describing the parties' participation in any alternative dispute resolution process;

(8) a statement of a claim for attorney's fees, if applicable, with citation to the statutory and/or regulatory authorities relied upon as the basis for the claim;

(9) any requests for a view pursuant to LR 39.3, and a designation as to who shall pay the cost of the view in the first instance; and

(10) an estimate of the length of trial.

(b) Documents to Accompany Final Pretrial Statements. The following documents shall be filed simultaneously as separate documents with each party's final pretrial statement:

(1) Requests for Jury Instructions. Requested jury instructions shall cover the elements of all claims and defenses raised in the case and any unusual issues that may arise in the case that will warrant a special instruction. Instructions such as the role of the jury, evaluating witness credibility, burden of proof, and other instructions routinely given by the court are not to be included. Parties may file supplemental requests at the close of the evidence or at such earlier time during trial as the court reasonably directs.

(2) Trial Memoranda and Requests for Findings of Fact and Rulings of Law. In all actions tried upon the facts without a jury or with an advisory jury, the parties shall file memoranda of law and requests for findings of fact and rulings of law with their final pretrial statements. The parties may file supplemental requests and/or further memoranda at such time as the court directs.

Requests for findings of fact shall concern only facts that are genuinely disputed and material to the outcome of the case. Such requests shall be set forth in chronological order in separately numbered paragraphs. Proposed rulings of law shall be set forth in separately numbered paragraphs and contain brief citations to supporting authority.

(3) Motions in Limine.

(4) Voir Dire Requests.

(5) Proof of Special Damages. The defendant shall notify the plaintiff if it requires testimonial proof of special damages.

(c) Duty to Update. If a case is continued after the parties have filed final pretrial statements, the parties shall either update their final pretrial statements or file a stipulation that no change is necessary no later than ten (10) days prior to the new final pretrial conference.

(d) Objections. In addition to objections in Fed. R. Civ. P. 26(a)(3), objections to exhibits, motions in limine, proposed jury instructions, and proposed findings of fact and rulings of law shall be filed no later than fourteen (14) days after the service of the final pretrial statements in accordance with this rule.

(§ (c)(1), Requests for Jury Instructions, amended 1/1/97; § (b)(1) amended 1/1/99; § (c) amended 1/1/00; § (a), Deadline, stricken, §§ (b)-(e) relettered accordingly, and §§ (a) and (d) amended 1/1/01; § (d) amended 1/1/03; §§ (a)(2)-(3) stricken, former §§ (a)(4)-(12) renumbered accordingly, 1/1/06; § (a)(4) amended 1/1/08)

16.3 Final Pretrial Conferences

(a) Scheduling. The final pretrial conference will be held approximately ten (10) days prior to trial.

(b) Attendance. Counsel with settlement authority shall attend. Parties and insurance carrier representatives shall attend unless excused by a prior order of the court, in which case they shall be available by telephone. Unless otherwise ordered by the court, the United States may be represented solely by an attorney from either the United States Attorney's Office or the Department of Justice, and the State of New Hampshire may be represented solely by an attorney from the Office of the Attorney General, provided that said representatives have settlement authority.

(c) Subjects for Consideration. In addition to the subjects listed in Fed. R. Civ. P. 16(c)(2), the court may consider and take appropriate action on the following subjects:

(1) evidentiary problems, including admissibility of exhibits, motions in limine, expert witnesses, and elimination of cumulative evidence;

(2) order of presentation in multiparty cases;

(3) issues concerning jury selection, including proposed voir dire and the number of jurors;

(4) requests for a view pursuant to LR 39.3;

(5) order of witnesses;

(6) proposed jury instructions, requests for special verdicts, and other legal questions;

(7) stipulations of uncontested fact;

(8) possibility of settlement;

(9) length of trial and imposition of time limits; and

(10) any special needs of trial participants.

(d) Objection to Videotape Testimony. A party objecting to a question or an answer in videotaped testimony shall provide the court with a transcript of the question or answer at issue during the final pretrial conference.

(§ (c)(10) added 1/1/98)

16.4 Altering Deadlines

(a) Deadlines Established by the Court. Deadlines established by the court shall not be changed by agreement without court approval.

(b) Discovery Deadlines. A stipulation extending the time within which to respond or object to a discovery request or to take a deposition need not be approved by the court provided the extended date by which the response is due or on which the deposition is to be taken is prior to the discovery completion date established for the case or at least thirty (30) days prior to the date set for the final pretrial conference, whichever is earlier.

IV. PARTIES

17.1 Settlements on Behalf of Minors

No settlement of any suit brought on behalf of a minor by a parent or next friend shall be valid unless approved by the court. To obtain approval of a settlement on behalf of a minor, the parties shall file a motion that is signed by the minor's parent, next friend, or guardian. If the minor is a New Hampshire resident, the motion shall contain the information required by New Hampshire Superior Court Rule 111. If the minor is a resident of a state other than New Hampshire, the motion shall contain the information required by sections D, E, I, and K of Rule 111 and a brief statement of law relative to minor settlements in the state of residence with citations to relevant authority.

23.1 Class Actions

(a) Designation. Any filing asserting a class action shall include the words "Class Action" in the title.

(b) Settlements.

(1) Form and Filing of Proposed Settlement. Any proposal to dismiss or compromise a class action shall be signed by a representative of each party and filed with the court. The proposal shall be entitled "Proposed Class Action Settlement."

(2) Joint Motion for Preliminary Approval and Proposed Notice Order. The parties shall file a motion entitled "Joint Motion for Preliminary Approval of Proposed Class Action Settlement" with the proposed settlement. A proposed notice order and samples of all proposed notices shall be submitted with the motion. The proposed notice order shall:

(A) state that the court has preliminarily approved the proposed settlement;

(B) describe the form, manner, and time by which the class shall be notified of the proposed settlement and the time by which any objections to the proposed settlement shall be filed with the court;

(C) stay the entry of final judgment until the time for class members to file objections to the proposed settlement has expired; and

(D) establish a date and time for a hearing to determine whether the proposed settlement should be approved.

(3) Joint Motion for Final Approval and Proposed Order. The parties shall file a motion entitled "Joint Motion for Final Approval of Proposed Settlement" and a proposed order directing the entry of judgment no later than thirty (30) days prior to the final approval hearing. The proposed order shall:

(A) identify the date of the court's preliminary approval of the consent decree;

(B) identify the date by which class members were required to file any objections to the proposed settlement;

(C) identify the date of the final approval hearing;

(D) state that the court has considered any objections that have been raised to the proposed settlement;

(E) state that the court has determined that the settlement is fair, reasonable, and in the best interests of the class; and

(F) state that the court has approved the proposed settlement.

(4) Motion for Attorney's Fees. Plaintiff's counsel shall file a motion for attorney's fees and costs seeking court approval of any fees or costs to be paid from settlement proceeds no later than thirty (30) days prior to the final approval hearing.

24.1 [reserved]

(24.1, Procedure for Notification of Any Claim of Unconstitutionality, stricken 1/1/08)

V. DEPOSITIONS AND DISCOVERY

26.1 Discovery Plan

The discovery plan referenced in Fed. R. Civ. P. 26(f) shall substantially conform to Civil Form 2, Sample Discovery Plan.

(§§ (f)(2) and (4) amended 1/1/97; rule retitled, §§ (a)-(h) stricken and replaced with text regarding discovery plan 1/1/01)

37.1 Motions to Compel; Motions for Protective Order

(a) Form. Any discovery motion filed pursuant to Fed. R. Civ. P. 26 or 30 - 37 shall include, in the motion itself or in an attached memorandum, a verbatim recitation of each interrogatory, request, answer, response, and objection, or a copy of the actual discovery document which is the subject of the motion, provided that the party shall file only that portion of the discovery document that is objected to or is the subject of the motion.

(b) Procedure Following Resolution of Objections. When the parties resolve a dispute over discovery, they shall agree upon a date by which responses must be served, unless the discovery request is withdrawn. When the court rules on a discovery motion, the discovery requested or relief sought shall be provided within fourteen (14) days of the court order, unless the order specifies a different time.

(§ (b) amended 12/1/09)

VI. TRIALS

38.1 Notation of Jury Demand

If a party wishes to demand a jury trial by endorsing it on a filing as permitted by Fed. R. Civ. P. 38(b), the party shall place a notation on the front page of the filing, immediately following the title of the filing, stating "Demand for Jury Trial" or an equivalent statement. This notation will serve as a sufficient demand under Rule 38(b). Failure to make the notice in the manner specified in this rule will not result in a waiver under Rule 38(d) if the party has otherwise complied with Rule 38.

39.1 Courtroom Practice

(a) Conduct of Counsel.

(1) Counsel shall be punctual and prepared for all court appearances so that hearings and trials may commence on time. In the event of a delay, counsel shall notify the court and opposing counsel, if possible.

(2) Counsel shall stand when addressing the court and when examining and cross-examining witnesses unless the court expressly excuses counsel from so doing.

(3) When stating an objection, counsel shall state only the basis of the objection (e.g., "leading," or "nonresponsive," or "hearsay"). Under no circumstances shall counsel elaborate or present an argument or make reference to other evidence unless the court so requests.

(4) Counsel shall act and speak respectfully and civilly to the court, jurors, other counsel, parties, witnesses, and court personnel.

(b) Pre-View Statements. If a view will be conducted, each party shall be entitled to make a brief pre-view statement.

(c) Opening Statements. Opening statements shall be nonargumentative and no longer than thirty (30) minutes unless the court otherwise directs.

(d) Examination of Witnesses. Only one (1) attorney for each party shall examine any witness and offer objection relating to that examination unless the court otherwise directs.

(e) Closing Arguments. Closing arguments shall be limited to one (1) hour and only one (1) attorney shall argue for each party, except by leave of the court. The plaintiff in a civil action, the libelant in an admiralty action, and the claimant in a land condemnation action shall argue last. In a criminal case, the government shall be permitted to offer rebuttal argument that shall not exceed fifteen (15) minutes.

(f) Length of Trial.

(1) Trial Day. The court shall establish the limits of the trial day.

(2) Limits on Length of Trial. The court may, after consultation with counsel, establish the amount of time allotted to each side for its case, including cross-examination of witnesses. Counsel may exceed such allotted time only for good cause shown. The clerk will maintain a continuing record of time used by each party.

(§ (f)(2) amended 1/1/97)

39.2 Continuances

The court will not grant continuances except in extraordinary circumstances. The efficient use of court resources mandates that continuances be the exception rather than the rule. Unavailability of a witness ordinarily does not constitute good and sufficient reason for a continuance.

39.3 Views

If a view is desired, the party requesting the view shall include in the final pretrial statement a request for a view and a statement of who will pay for the costs of the view in the first instance. The court will determine at the final pretrial conference whether a view will be allowed.

It shall be the responsibility of the party requesting the view to notify the United States Marshal prior to trial that a view is to be taken.

40.1 Assignment of Cases to Tracks

(a) Assignment. All cases shall be assigned to one of the following tracks:

(1) Administrative. This track is for cases in which discovery is not permitted unless prior approval is obtained from the court. Such cases include habeas corpus cases, Social Security disability cases, government collections of student loans and Veterans Affairs benefits, special education appeals, bankruptcy appeals, and cases that can be resolved on the filings or by motion. The court will ordinarily resolve these cases within six (6) months after they are ripe for decision.

(2) Expedited. This track is for cases in which the parties have agreed to try the case within six (6) months of the preliminary pretrial conference. Cases are assigned to this track subject to the approval of the court. In determining whether a case should be assigned to the expedited track, the court will consider such factors as the complexity of the legal issues, the number of witnesses, the estimated length of the trial, and the suitability of the case for alternative dispute resolution. Ordinarily, the court will not assign a case to this track unless it can be tried in fewer than five (5) days. In the event that the assigned judge is unable to try the case as scheduled, the case will be reassigned to any other available judge.

(3) Standard. This track is for cases that do not fall within any of the other three tracks. These cases will be tried within twelve (12) months of the preliminary pretrial conference.

(4) Complex. This track is for cases that require special management by the court due to one or more of the following factors: complex factual issues, complex legal issues, large number of parties, large volume of evidence, extensive discovery, substantial time needed to prepare for trial or other disposition, numerous or complex preliminary issues that must be decided before trial or disposition, length of trial, and other comparable factors. Cases on this track will be scheduled for trial within two (2) years of the preliminary pretrial conference.

(b) Time of Assignment. The clerk's office will assign cases on the administrative track at time of filing. The court will assign all other cases to a track at the preliminary pretrial conference or in the order approving the discovery plan.

(§ (a)(3) amended 1/1/97; § (b) amended 1/1/00)

40.2 Assignment of Remanded Cases

Cases remanded from the First Circuit shall be assigned as follows, unless the appellate mandate directs otherwise, or unless the judge originally assigned finds that the interests of justice or the appearance of justice warrant reassignment of the case to another judge, after giving due consideration to the rights and convenience of the parties, the conservation of litigant and judicial resources, and the fair and expeditious administration of justice:

(a) Further Proceedings. A case remanded for further proceedings following the vacation of any pretrial order or judgment shall be assigned to the judge who acted in the matter.

(b) Nonjury Trial. A case remanded for a new nonjury trial shall be assigned to a judge other than the judge who conducted the earlier nonjury trial unless remand was predicated solely on errors of law.

(c) Jury Trial. A case remanded for a new jury trial shall be assigned to the judge who conducted the earlier jury trial.

(d) Resentencing. A case remanded for resentencing shall be assigned to the judge who imposed the vacated sentence.

41.1 Settlements

The parties shall promptly inform the clerk when a case settles and within thirty (30) days thereafter file either a signed agreement for entry of judgment or a stipulation for dismissal. If neither an agreement for judgment nor a stipulation for dismissal is timely filed, the court will dismiss the case with prejudice.

42.1 Related Cases

(a) Defined. Related cases are cases which: (1) arise from substantially the same transaction or event; (2) involve substantially the same parties or property; (3) involve the same patent, trademark, or copyright; (4) call for the resolution of substantially the same questions of law; or (5) would entail substantial duplication of labor if heard by different judges.

(b) Notice. Whenever a civil action filed in or removed to this court involves a related case pending before another court or an administrative agency, counsel for the filing party shall identify the related case or proceeding on the civil cover sheet filed in this court. The duty to notify the court of any related proceeding continues throughout the time an action is before this court.

(c) Consolidation by Court. When it appears that two (2) or more cases may be related cases, the court may enter an initial consolidation order on its own initiative directing that, unless an objection is filed within a specified time, the cases will be consolidated.

(d) Consolidation by Parties. If related cases are pending before a single judge or different judges, any party may move to consolidate the actions. The motion shall list each case in the caption, beginning with the oldest case, and shall be heard by the judge to whom that case is assigned.

(e) Order of Consolidation. Upon motion of the parties or in the absence of an objection to the initial consolidation order, the court may issue an order of consolidation.

The court will transfer any motions pending in the former related cases to the main case. Such motions will be treated as if they were refiled as of the date of the consolidation order.

45.1 Bench Warrants

When a person who has been summoned to appear as a witness does not appear as directed, the party on whose behalf the subpoena was issued shall promptly apply for a bench warrant unless that party prefers to proceed without the witness.

45.2 Witnesses in Cases Proceeding In Forma Pauperis

(a) In General. If a party who has been authorized to proceed in forma pauperis desires the attendance of any witness by subpoena or writ, that party shall file a motion containing the name, address, and, if applicable, the inmate number, and a brief statement of the expected testimony of each witness not later than twenty-one (21) days before the trial, hearing, or deposition where the witness is expected to testify. If a witness's stated testimony is not material or is repetitive, the court may, in its discretion, decline to order the procurement of the witness.

(b) Subpoena Costs. In in forma pauperis cases brought pursuant to 28 U.S.C. §§ 2254 and 2255 and in indigent criminal cases, witness fees, service fees, and expenses for the subpoena of all witnesses shall be paid by the Marshal.

In all other cases, witness and service fees and expenses shall not be paid by the United States. Witnesses shall be subpoenaed as provided by Fed. R. Civ. P. 45(b) and fees tendered accordingly. If no tender is made as required by Rule 45(b) when the subpoena is served, the witness shall not be penalized for failure to attend. However, if the witness honors the subpoena and the subpoenaing party recovers its costs, the witness shall be entitled to payment of fees from the recovered costs on application to the court.

(§ (a) amended 1/1/02, 12/1/09)

45.3 Writs of Habeas Corpus

A witness produced pursuant to a writ of habeas corpus shall not be paid any witness fee.

45.4 Witnesses in Cases With Pro Se Litigants

The provisions of LR 45.2(a) regarding court approval of witness lists shall apply to pro se parties.

45.5 Attorneys as Witnesses

An attorney must obtain permission from the court in order to participate in the trial of a jury action in which the attorney is a witness.

If counsel wishes to call opposing counsel as a witness, counsel shall file and serve a notice on opposing counsel, including a brief statement explaining why the testimony of counsel may be necessary, at least thirty (30) days prior to the start of the trial.

47.1 Dissemination of Juror Questionnaire

The clerk's office shall maintain and make available a list of petit jurors currently serving, together with copies of completed questionnaire forms, to attorneys and their agents and to pro se parties actually involved in cases scheduled for trial. Those persons shall not disclose information the jurors provide nor shall the questionnaires be photocopied or removed from the clerk's office. The court may further limit the inspection of juror information for good cause. Violation of this rule may be treated as contempt of court.

(Amended 1/1/03)

47.2 Jury Selection

(a) Examination of Jurors and Challenges for Cause. The court will question the entire array of jurors to determine whether any jurors should be eliminated for cause. When the court completes its questions of the entire array, the clerk will draw by lot the total number of jurors necessary to select the trial panel. As each prospective juror is called, the court will determine whether the prospective juror should be questioned individually. The court will question jurors individually at the bench in the presence of counsel. Counsel shall make any challenge to a prospective juror for cause at the bench after the court has completed its examination of the prospective juror. The court may modify this practice in any case where the court determines that such modification is warranted.

(b) Jury Panel. The jury panel shall consist of the total number of jurors needed for the jury as determined by the court plus as many additional prospective jurors as are needed to allow both sides to exercise their peremptory challenges.

(c) Peremptory Challenges. Parties shall exercise peremptory challenges at the clerk's bench out of the hearing of prospective jurors. The parties shall alternate in exercising peremptory challenges beginning with the plaintiff or prosecutor.

(d) Foreperson. The jury shall select its own foreperson before beginning its deliberations.

47.3 Communications with Jurors

No attorney, party, or witness, acting directly or through the use of an agent, shall attempt to communicate with any juror, prospective juror, or former juror concerning the person's service as a juror without obtaining prior approval from the court. The court will not approve a request to communicate with a juror except in extraordinary circumstances and for good cause shown.

48.1 Number of Jurors

The court shall designate at the final pretrial conference the number of jurors who will sit in any civil case.

53.1 Alternative Dispute Resolution (ADR)

(a) ADR Considered. ADR will be discussed at the preliminary pretrial conference, and the court will promote settlement efforts at every stage of the proceedings.

(b) Summary Jury Trial.

(1) How Set. The court may order a summary jury trial upon written request of all counsel involved or upon the court's own initiative. The only condition precedent to a request for a summary jury trial is that counsel shall have their case in a state of trial readiness.

(2) Procedure. The court will determine the procedure to be followed with respect to summary jury trials.

(c) Mediation.

(1) Discovery Plan. Counsel shall confer regarding the suitability of their case for mediation and, if applicable, include in their discovery plan (See Civil Form 2, Sample Discovery Plan) the date by which mediation will occur.

(2) Mediation Program. Either by the court or by agreement of the parties, any eligible civil action may be referred to mediation according to the Guidelines for Mediation Program. A copy of the Guidelines may be obtained from the clerk's office or the court's web site. Should the parties agree to court sponsored mediation in the Discovery Plan or in a subsequently filed joint mediation statement, the parties shall within 48 hours conventionally file a list of five (5) possible mediators from the court's approved list in descending order of preference. The list of possible mediators shall not be maintained in the case file.

(§ (c) added 1/1/99; §§ (b)(2) and (c) amended 1/1/00; § (c) narrative split into §§ (1) and (2) and amended 1/1/02; § (c)(2) amended 1/1/06)

VII. JUDGMENT

54.1 Bill of Costs

(a) In General. Unless otherwise ordered by the court, the prevailing party shall be entitled to costs other than attorney's fees. The party in whose favor a judgment or decree for costs is awarded or allowed by law, and who claims costs, shall within twenty-one (21) days after the time for appeal has expired or within twenty-one (21) days after the issuance of the mandate of the appellate court serve on the attorney for the adverse party and file with the clerk a bill of costs. Failure to comply with these time limitations shall constitute a waiver of costs, unless the court otherwise orders or counsel are able to agree on the payment of costs. In the latter case, no bill of costs need be filed.

(b) Form and Content. A bill of costs, prepared on forms available from the clerk's office or on a filing substantially similar, shall comply with the provisions of 28 U.S.C. § 1924 and shall set forth distinctively each item of cost so that the nature of the charge can be readily understood.

The bill of costs shall be supported by a memorandum of law and shall be verified by oath stating that the items are correct, that the costs claimed are allowable by law, that the services have been actually and necessarily performed, and that the disbursements have been necessarily incurred in the action or proceeding. An itemization of all costs shall be attached to the bill of costs.

(c) Objections. Within fourteen (14) days after service by any party of a bill of costs, any other party may serve and file specific objections in writing to any item(s), setting forth the specific grounds therefore.

If no objections are filed, the clerk shall tax the costs which appear properly claimed. The clerk may hold an ex parte hearing to resolve issues regarding an unopposed bill of costs.

Not less than twenty-one (21) days after receipt of a party's bill of costs and after consideration of any objections thereto, the clerk shall tax costs and serve copies of the bill of costs as allowed, or an order thereon, on all parties.

(d) Hearing. No hearing on a bill of costs will be conducted unless granted by the clerk. If the clerk grants such a hearing, the clerk shall give notice of the time of hearing to respective counsel at least three (3) days prior to such hearing. At the option of the clerk, the hearing may be held by telephone.

If the clerk conducts a hearing, counsel may make specific objections, supported by affidavits or other evidence, to any item(s) of costs. The clerk shall thereupon tax the costs and cause the amount to be entered on the docket.

(e) Concurrence. Prior to any hearing on a bill of costs, counsel for the party seeking costs shall file a written statement that counsel have made a reasonable effort to resolve any objections to the bill of costs.

(f) Review. The taxation of costs by the clerk shall be final unless modified on review by the court on motion served within seven (7) days thereafter pursuant to Fed. R. Civ. P. 54(d)(1). The court shall conduct its review based upon the same filings and evidence submitted to the clerk.

(§§ (c) and (f) amended 1/1/03; §§ (a), (c) and (f) amended 12/1/09)

54.2 Assessment of Juror Costs

All counsel in civil cases are expected to discuss seriously the possibility of settlement within a reasonable time prior to trial. The court may assess against any party or attorney the costs of jury attendance if a case is settled after the jury has been summoned. A jury is considered summoned for trial as of 12:00 p.m. on the business day (exclusive of weekends and holidays) preceding the designated date of trial. Juror costs shall include mileage, fees, and other expenses.

The court may impose a specific deadline for settlement upon the parties. If settlement is reached after the deadline, and if, after notice and hearing, the court finds that one (1) or more of the parties or attorneys acted in bad faith, abused judicial process, or failed to exercise reasonable diligence, the court may impose costs and attorney's fees incurred due to the late settlement or impose other appropriate sanctions.

(Amended 1/1/05)

55.1 Default

(a) Entry by Clerk. The clerk shall enter a default against any party who fails to respond to a complaint, crossclaim, or counterclaim within the time and in the manner provided by Fed. R. Civ. P. 12. The serving party shall give notice of the entry of default to the defaulting party by regular mail sent to the last known address of the defaulted party and shall certify to the court that notice has been sent.

(b) Damages. Any motion for a default judgment pursuant to Fed. R. Civ. P. 55(b) shall contain a statement that a copy of the motion has been mailed to the last known address of the party from whom such damages are sought. If the moving party knows, or reasonably should know, the identity of any attorney thought to represent the defaulted party, the motion shall also state that a copy has been mailed to that attorney.

(§ (a) amended 1/1/97; §§ (a) and (b) amended 1/1/01)

62.1 Supersedeas Bonds

A supersedeas bond staying execution of a money judgment shall be in the amount of the judgment, plus interest at a rate consistent with 28 U.S.C. § 1961(a), plus an amount to be set by the court to cover costs and any award of damages for delay. The parties may waive the supersedeas bond by stipulation without order of the court.

VIII. PROVISIONAL AND FINAL REMEDIES

65.1 Draft of Temporary Restraining Order or Preliminary Injunction

Any motion for a temporary restraining order or preliminary injunction shall be accompanied by a proposed order, consistent with the requirements of Fed. R. Civ. P. 65, for the court to consider.

65.1.1 Sureties

(a) Members of Bar; Court Officers. No member of the bar, clerk, marshal, or other officer or employee of the court may act as surety or guarantor of any bond or undertaking in any proceeding in this court. An attorney who wishes to act as surety in an individual capacity as a relative or close friend of a party to a proceeding in this court must first obtain permission from the court.

(b) Form of Bond. Surety bonds shall be signed and acknowledged by the party and surety or sureties. They shall refer to the statute, rule, or court order under which they are given, state the conditions of the obligation, and contain a provision expressly subjecting them to all applicable federal statutes and rules.

(c) Security. Except as otherwise provided by law or by order of the court, a bond or similar undertaking must be secured by the:

(1) deposit of cash or obligations of the United States of a type acceptable as collateral to the Treasury Department of the United States under 31 C.F.R. § 225 in the amount of the bond; or

(2) guaranty of a company or corporation holding a certificate of authority from the Secretary of the Treasury Department of the United States pursuant to 31 U.S.C. § 9304, et seq.; or

(3) guaranty of an individual resident of this district who owns unencumbered real or personal property within the district worth the amount of the bond in excess of legal obligations and exemptions. Property held jointly is acceptable provided all joint tenants execute the bond.

(d) Deposits of Cash or Obligations of the United States. Such deposits shall be accompanied by a written statement, duly acknowledged, that the signer is owner thereof, that the same is subject to the conditions of the bond, and that the clerk may collect or sell the obligations and apply the proceeds or the cash deposited in case of default as provided in the bond.

(e) Corporate Surety. Before any corporate surety bond or undertaking is accepted by the clerk's office, the corporate surety must have on file with the clerk's office a duly authenticated copy of a power of attorney appointing the agent executing the bond or undertaking.

(f) Personal Surety Secured by Real Estate.

(1) Procedure for Posting Real Estate Bond. An individual posting a real estate bond shall execute an affidavit of surety that shall provide the following information:

(A) the individual's name, occupation, and residential and business addresses; and

(B) a statement that the affiant will not encumber or dispose of the property while the bond remains in effect.

The individual shall attach to the affidavit:

(A) a statement as to assessed value from the town or city clerk's office wherein the property is located or, if not available, an appraisal by a licensed appraiser; and

(B) a title report from a member of the New Hampshire bar listing all liens and mortgages on the property, including all but the current year's real estate taxes, or evidence that the title has been insured by a title insurance company licensed by the State of New Hampshire.

(2) Execution of Bond and Deposit of Deed. All parties to the deed and the real estate bond shall execute the bond and take the oath. A certified copy of the deed for each tract subject to the bond shall be deposited with the clerk.

When real estate is pledged as a condition of bail in criminal cases, the United States Attorney shall review all papers submitted and shall file a position statement with the court regarding the proposed attachment.

(3) Attachment. The party on whose behalf the deed is pledged shall:

(A) promptly file a writ of attachment, signed by the court, against the property in the Office of the Registrar of Deeds of the county in which the property is located; and

(B) file with the court the original paid receipt from the Registrar's Office indicating the book and page number where the attachment was recorded.

(g) Approval of Bond. Except as otherwise provided by law, the clerk may accept a bond in the amount fixed by the court or by statute or rule and secured in the manner provided by subsection (c)(1) or (2) of this rule. All other bonds must be approved by the court.

A bond or undertaking presented to the clerk for acceptance shall be accompanied by a certificate by the attorney for the presenting party in substantially the following form:

> This bond (or undertaking) has been examined pursuant to Local Rule 65.1.1 and is recommended for approval. It (is) (is not) required by law to be approved by a judge.

_____ _____

Date Attorney

(h) Service. The party on whose behalf a bond is given shall promptly, after approval or filing of the bond, serve a copy of it on all other parties to the proceeding, but such service need not be made on the United States in a criminal case.

(i) Modification of Bond. The court, on its own initiative or on motion of a party, may alter the amount or terms of a bond or similar undertaking at any time as justice requires.

(j) Further Security. The court, on its own initiative or on motion of a party, may order a party to furnish further or different security or require personal sureties to furnish further justification.

(k) Discharge. Upon satisfaction of the conditions of the bond or similar undertaking, the monies or obligations shall be returned to the owner only on an order of the court.

(§ (c)(2) amended 1/1/99)

67.1 Security for Costs

(a) In General. Except as otherwise provided by statute or court rule, parties, resident and nonresident, shall not be required as a matter of course to give security for costs in this court. In any civil proceeding, the court, either on its own initiative or on the motion of a party, may order any party except the United States to file an original bond for costs or additional security for costs in such an amount and so conditioned as it may designate. The motion of a party shall state in sufficient detail the circumstances warranting the requested security for costs. The court may at any time modify or rescind such an order or direct that additional or other security be furnished.

(b) Failure to Furnish Security. If a party fails to comply with an order to furnish security, the court may impose sanctions or take any other action as it deems just and necessary.

(c) Exemptions. This rule shall not apply to any party proceeding in forma pauperis or as a seaman under 28 U.S.C. § 1916.

67.2 Deposit of Registry Funds Into Interest-Bearing Account

(a) Receipt of Funds.

(1) Unless an applicable statute requires the deposit of funds without leave of court, no funds governed by Fed. R. Civ. P. 67 shall be tendered to the court or the clerk's office for deposit into the court's registry absent court order signed by a judge.

(2) All funds received by the court or the clerk's office for any case pending or in the process of adjudication shall be deposited with the Treasurer of the United States, in the name and to the credit of this court, pursuant to 28 U.S.C. § 2041. Such deposits shall be made through depositories authorized to accept deposits on behalf of the Treasury Department of the United States.

(3) The party making the deposit or transferring funds to the court's registry shall serve the order permitting the deposit or transfer on the clerk of court or, in the clerk's absence, upon the chief deputy clerk or financial administrator.

(4) The procedures for the receipt and handling by the clerk of any funds deposited with the court shall not be waived except by order of the court. Any such order submitted for the court's consideration must reflect the clerk's signature.

(b) Investment of Registry Funds. A motion and a proposed order setting forth the manner in which the funds will be deposited in an interest-bearing account or invested in an interest-bearing instrument must be submitted prior to the tender of such funds to the court.

(1) Court Registry Investment System.

(A) Unless otherwise ordered, the Court Registry Investment System (CRIS), administered through the United States District Court for the Southern District of Texas, shall be the investment mechanism authorized.

(B) Under CRIS, monies deposited in each case under subsection (a)(1) will be "pooled" together with those on deposit with the Treasury to the credit of other courts in CRIS and used to purchase Treasury securities which will be held at the Federal Reserve Bank of the Dallas/Houston Branch in a safekeeping account in the name and to the credit of the Clerk, United States District Court for the Southern District of Texas, hereby designated custodian for the CRIS.

(C) A separate account for each case will be established in CRIS titled in the name of the case giving rise to the investment. All income received from each investment will be distributed on a pro-rata basis based upon the ratio of each account's principal to the total aggregate income received. Weekly reports indicating the amount of principal contributed and the income earned will be prepared and distributed to each court participating in CRIS and shall also be made available to the parties to the action or their counsel.

(2) Other Investments and Instruments. Should an investment mechanism other than CRIS be utilized, the written stipulation filed by counsel must contain the following information:

(A) the amount to be invested;

(B) the form of interest-bearing account or instrument;

(C) the name and address of the federally insured local institution where the deposit is to be made or by whom the interest-bearing instrument is to be issued;

(D) the name, address, social security number or taxpayer identification number of the party or parties with a real or potential interest in the deposit or instrument;

(E) the form of additional collateral to be posted by the private institution in the event that standard FDIC or FSLIC coverage is insufficient to insure the total deposit;

(F) a direction to the clerk to deduct from the income earned on the investment a fee not exceeding that authorized by the Judicial Conference of the United States and set by the Director of the Administrative Office as published in the Federal Register; and

(G) such other appropriate information that may be deemed applicable under the facts and circumstances of the particular case.

Upon court order to deposit and invest registry funds locally, the clerk shall serve as custodian of the account or financial instrument and shall keep such account, certificate of deposit, or financial instrument in a secure and safe place subject to further order of the court.

(c) Registry Investment Fee. Pursuant to 28 U.S.C. § 1913 and this rule, the custodian is authorized and directed to deduct the registry fee. The proper registry fee shall be determined on the basis of the rates authorized by the Judicial Conference of the United States and set by the Director of the Administrative Office as published in the Federal Register. The authorized custodian of an investment account shall deposit such fee with the Treasury Department to the credit of the Administrative Office of the United States Courts. In cases where funds are ultimately disbursed to the United States or to

agencies or officials thereof, the clerk shall refund the registry fee to those agencies or officials upon application filed with the court.

(d) Cash Bail. If cash bail in an amount in excess of $10,000 is deposited with the court, it may be placed in an interest-bearing account upon motion of the submitting party. The deposit shall comply in all respects with the requirements of this rule except that there shall be no administration fee assessed.

67.3 Withdrawal of Deposit in Interest-Bearing Account

No funds may be paid out of the court's registry except by order of the court. Except as provided in Fed. R. Civ. P. 62, no funds may be disbursed until fourteen (14) days after the entry of judgment. The authorized custodian shall disburse all registry principal and income, if applicable, less the registry fee assessment, pursuant to the court's order. Any such order shall distinctly set forth the funds in question and name the payee. Should the named payee be other than the depositor of the funds, that fact shall be reflected in the order. The party presenting such order shall comply with LR 67.2(a)(3). If the funds have been deposited in an interest-bearing account or an interest-bearing instrument, the party shall provide, on a separate filing attached to the motion seeking withdrawal of the funds, the social security number or employer identification number of the ultimate recipient of the funds. The clerk shall forward this separate filing directly to the institution holding the money.

(Amended 12/1/09)

67.4 Form of Payment Accepted

Fees, fines, assessments, money deposited into court pursuant to Fed. R. Civ. P. 67, or any other charge payable to the clerk shall be in cash, cashier's check, or money order. Payment by credit card is also accepted, but there may be restrictions on certain types of payments. After consulting with the clerk's financial administrator, and in accordance with the clerk's internal policies, payment may also be made by electronic funds transfer received through the Department of Treasury's Fedwire Deposit System. The clerk in his or her discretion may allow payment by other means in the following situations:

1. corporation or partnership checks may be accepted as payment for filing fee or deposits pursuant to Fed. R. Civ. P. 67; and

2. personal checks may be accepted as payment for fees for admission to the bar, from attorneys who are sole practitioners for any purpose, and for fines personally assessed against parties.

(Introductory paragraph amended 1/1/00, 1/1/03, 6/1/05)

67.5 Qualified Settlement Funds

(a) Definition. A registry account may be a designated or qualified settlement fund only if:

(1) there has been a settlement agreement in the case;

(2) the court has entered an order establishing or approving a deposit into the registry as a settlement fund; and

(3) the liability resolved by the settlement agreement is of a kind described in 26 U.S.C. § 468B or 26 C.F.R. § 1.468B-1(c).

The depositing party shall elect to have the funds treated as a designated or qualified settlement fund and must identify any such deposit made with the court.

(b) Procedure for Establishment of Fund. When the court establishes or approves a designated or qualified settlement fund that will be held in the registry, the court will also designate or approve a person outside the court as the administrator responsible for obtaining the employer identification number for the fund, filing all fiduciary tax returns, and paying any tax. The court will either approve the person that the settlement agreement names as administrator or designate the party that deposited the funds into court.

(c) Interest Income. The depository institution shall report all interest income on a designated or qualified settlement fund for the current year, using the fund's own employer identification number. This includes any interest income assessed by the court as a registry fund fee. The tax identification numbers of the parties and the court shall not be used with respect to a designated or qualified settlement fund.

(d) Withdrawal. As with any disbursement from a registry account, a court order is required for any withdrawal of funds from a registry account to pay or withhold tax pursuant to 28 U.S.C. § 2042.

(e) Assistance to Administrator. The court will make available to the administrator any pertinent information needed for fulfillment of fiduciary duties.

69.1 Writs of Execution; Related Proceedings

Every officer to whom a writ of execution is delivered shall make return thereon to the clerk's office unless the court otherwise directs. When a sale is made under any execution and no particular time for return is prescribed by order of the court or provision of law, the return shall be made within thirty (30) days after said sale. If no particular time is prescribed by order or law and no sale is made under the execution, return shall be made immediately after such execution occurs or, if not executed, within sixty (60) days after the writ of execution is issued.

An affidavit containing the following information shall be submitted with all requests for writs of execution:

1. a statement outlining any efforts made to recover judgment;

2. a statement certifying that a demand has been made;

3. a statement of what has been paid and what is owing;

4. an explanation of how the principal amount has been calculated if it differs from the amount awarded in the judgment; and

5. a statement that the amount on the writ is the amount due.

(First paragraph amended 1/1/00, 12/1/09)

IX. SPECIAL PROCEEDINGS

72.1 Duties of Magistrate Judge

Any full-time United States magistrate judge is authorized to exercise all the powers and perform all duties conferred upon magistrate judges by United States Code, Title 28, Sections 636(a), (b), and (g), and to exercise the powers enumerated in Rules 5, 8, and 10 of the Rules Governing Section 2254 and 2255 Proceedings.

The magistrate judge is designated to hear and determine all pretrial matters authorized by 28 U.S.C. § 636(b)(1)(A) and all post-judgment collection proceedings under the authority of 28 U.S.C. § 636(b)(3).

(Second paragraph added 1/1/00; first paragraph amended 12/1/09)

72.2 Response to Objection to Magistrate Judge Order on Nondispositive Matter

A party may respond to another party's objection to the order of a magistrate judge on a nondispositive matter within fourteen (14) days after being served with a copy of the objection.

(Added 1/1/05; amended 12/1/09)

73.1 Assignment of Cases to Magistrate Judge

(a) Designated Jurisdiction. The judges of this district designate the magistrate judge to conduct all proceedings in any civil matter upon the consent of the parties.

(b) Methods of Assignment.

(1) Reassignment Following Request of Parties. Parties may consent to the reassignment of a case to a magistrate judge by filing a Notice, Consent, and Order of Reference form stating that the parties consent to the reassignment. This form should not be returned to the clerk of court unless all parties consent to the reassignment. The clerk shall notify the parties in all cases that they may consent to have the magistrate judge conduct all proceedings in any civil matter.

(2) Initial Assignment by the Clerk. The chief judge may authorize the clerk to initially assign cases to the magistrate judge on a random basis.

(A) Notification of Initial Assignment. The clerk shall inform the parties of the initial assignment by issuing a notice of assignment.

(B) Consent. A case initially assigned to the magistrate judge pursuant to this subsection shall be reassigned to a district judge unless all parties either affirmatively consent to the assignment or waive their right to object to the assignment. A party may object to the assignment by filing an objection within twenty-one (21) days after receiving notice of the initial assignment. The failure of a party to file an objection as required by this rule constitutes a waiver of the party's right to object to the assignment.

(c) Construction With Other Laws. Pursuant to 28 U.S.C. § 636(c), the right to have certain civil proceedings conducted by a judge, appointed pursuant to Article III of the United States Constitution, shall be preserved to the parties inviolate.

(§§ (b)(2)(A) and (B) amended 1/1/99; § (b)(1) amended 1/1/00; §§ (b)(1) and (2) amended 1/1/05; § (b)(2)(B) amended 12/1/09)

X. DISTRICT COURTS AND CLERKS

77.1 Clerk's Office

(a) Office Hours. The clerk's office will be open from 8:30 a.m. until 4:30 p.m. each day except Saturday, Sunday, and legal holidays. A representative from the clerk's office will be available to consult with parties in trial from 8 a.m. to 5 p.m. each day except Saturday, Sunday, and legal holidays. As used in this rule, "legal holiday" is defined in Fed. R. Civ. P. 6(a).

(b) Telephone Hours. The main telephone switchboard will be open between 9 a.m. and 4 p.m. on the days that the clerk's office is open.

(c) Computer Access. Access to the court's civil and criminal electronic docket, opinions, rules, and notices is available via the court's web site (www.nhd.uscourts.gov).

(§ (c) amended 1/1/97, 1/1/00, 1/1/01; § (a) amended 12/1/09)

77.2 Orders by Clerk of Court

The clerk may issue orders where authorized by the Federal Rules of Civil Procedure. In addition, the clerk may issue the following without further direction of the court:

1. orders granting an application by an attorney to proceed pro hac vice to which no objection has been filed;

2. orders allowing substitution of counsel; and

3. orders granting assented-to, nondispositive motions that do not alter any previously established deadline.

77.3 Filings

(a) General. All documents shall be filed in accordance with these local rules and the Administrative Procedures for Electronic Filing.

(b) Confirmation of Filings. The clerk's office will not date stamp and return copies of filings. Parties may confirm the filing of documents by referencing the date on the Notice of Electronic Filing or by using the court's computer access systems.

(c) 24-Hour Depository. A 24-hour depository box for filings is located at the south entrance to the Cleveland Building. The depository has a built-in time and date stamp.

(d) Removal of Papers. Absent express permission of the court, papers filed in the clerk's office may not be removed by anyone other than an authorized court official or employee.

(e) Filings in Chambers. Original documents may not be filed in chambers. If the Administrative Procedures for Electronic Filing require a pleading be conventionally filed and the party cannot file a necessary document or pleading forty-eight (48) hours before the scheduled proceeding, the party shall file an original and one (1) copy of the filing with the clerk's office. The clerk's office will mark the copy "Court Information Copy" and give that copy to the court. The clerk's office will retain and docket the original.

(§ (a) added, former §§ (b)-(d) relettered accordingly, new §§ (b) and (e) amended 1/1/08)

77.4 Bankruptcy

(a) Delegated Jurisdiction. Pursuant to 28 U.S.C. § 157(a) and the standing order of January 18, 1994, as it may be amended from time to time, the court refers cases and proceedings in bankruptcy to the bankruptcy court of this district. Copies of the standing order are available in the clerk's office and in the clerk's office of the bankruptcy court.

(b) Local Rules of Bankruptcy Practice. Pursuant to B.R. 9029, the bankruptcy judges of this district are authorized to make such rules of practice and procedure as they may deem appropriate, subject to the requirements of Fed. R. Civ. P. 83, provided that in promulgating the rules governing the admission or eligibility to practice in the bankruptcy court, the bankruptcy judges shall require district court admission except for pro se appearances or for appearances pursuant to the student practice rule of this court.

The bankruptcy judges, as officers of the court, are empowered to grant pro hac vice admission to the court for bankruptcy matters in the manner provided by these rules.

(c) Appeals.

(1) Bankruptcy Court Authorization. The bankruptcy court is authorized and directed to dismiss an appeal filed after the time specified in B.R. 8002 and an appeal in which the appellant has failed to file a designation of items as required by B.R. 8006.

The bankruptcy court is also authorized and directed under B.R. 8002(c) and 9006(b) to hear motions to extend deadlines and to consolidate appeals which present similar issues from a common record. Bankruptcy court orders entered under this subsection may be reviewed by the district court on motion filed within fourteen (14) days after entry of the order sought to be reviewed.

(2) Notice of Docketing and Briefing Order. Upon the filing of an appeal, the clerk's office shall issue a notice of docketing. Parties shall file briefs in accordance with the deadlines established in B.R. 8009. Unless leave is granted to extend the deadlines, the case is submitted to the assigned judge fifty (50) days from the date of the notice.

(3) Failure to Comply with Briefing Deadlines. If the appellant's brief is not received within the time specified by B.R. 8009, the court may impose an appropriate sanction, which may include dismissal of the appeal for lack of prosecution.

(4) Judgment. Upon receipt of the court's opinion, the clerk shall enter judgment in accordance with B.R. 8016(a) and provide notice of the judgment in accordance with B.R. 8016(b).

(d) Cases and Proceedings Withdrawn by District Judge. A reference under this rule may be withdrawn in whole, or in part, by a district court judge sua sponte or on timely motion of a party. The district court refers motions for withdrawal of reference to the bankruptcy court for a report and recommendation as to disposition.

Motions for withdrawal of reference shall be filed with the clerk of the bankruptcy court. The bankruptcy judge shall issue and file a report and recommendation and file it with the clerk of the bankruptcy court. Copies of the report and recommendation shall be sent to the parties. The parties shall have fourteen (14) days from the date of the report and recommendation to file any objections thereto with the bankruptcy court. Upon expiration of the period for objection, the bankruptcy court shall forward the necessary documents along with the recommendations and any objections thereto to the district court. The district judge may accept, reject, or modify, in whole or in part, the recommendation of the bankruptcy judge and determine the disposition of the motion.

Upon filing of the report and recommendation of the bankruptcy court with the clerk of the district court, the motion and report and recommendation shall be assigned to a district court judge. A motion for withdrawal of reference shall not stay any bankruptcy matter pending before a bankruptcy judge, unless a specific stay is issued by a district court judge or a bankruptcy judge.

(e) Jury Trials. Provided all parties expressly consent, the bankruptcy judges of this district are authorized to conduct jury trials in those instances where a right to a jury trial attaches in a proceeding that may be heard by a bankruptcy judge under 28 U.S.C. § 157.

(f) Statistical Closing. The clerk's office shall statistically close any action stayed by court order because a party has filed a bankruptcy case.

(§§ (c)(1), (2) and (3) and § (d) amended 12/1/09)

77.5 Agreement with Districts of Rhode Island and Maine

When, due to recusal of the judges of this district, a complaint is referred to a judge in either the District of Rhode Island or the District of Maine or when a judge of this district is designated to preside over a case filed in either of those districts due to recusal of the judges in those districts, the following procedures apply.

(1) The originating court shall retain jurisdiction over the case and enter final judgment. Local rules of the originating court shall govern the case unless otherwise ordered by the judge who is presiding by designation.

(2) Conferences, hearings, and pretrials may be held in either district. Jury trials must be held in the district of the originating court.

(3) Parties must make original filings with the clerk's office in the originating court.

(Title, first paragraph, §§ (a)(3) and (b) amended 1/1/02; § (a) heading deleted; former § (a)(3) amended, § (b) omitted 1/1/08)

77.6 Communications With Judicial Officers

Unless the court orders otherwise, parties and their counsel shall not correspond or otherwise communicate with a judge or magistrate judge regarding a pending matter unless all other parties are present or have expressly consented. Communications with the court shall be by appropriate application or by motion filed with the clerk's office in compliance with the rules.

(Amended 1/1/00)

80.1 Record of Proceedings

(a) Attendance at Hearings. The clerk's office will arrange for records to be made of trials, hearings on temporary restraining orders, hearings on preliminary injunctions, criminal proceedings, and pro se hearings. Parties may request the clerk's office to make a record of any other proceeding no later than two (2) days prior to the proceeding.

(b) Requests for Transcripts. Any person may purchase a written transcript of court proceedings from the court reporter or a copy of the tape, if electronically recorded, from the clerk's office. The court reporter or clerk's office shall notify all named parties to the action of such a request.

(c) Fees. A current schedule of fees, as established by the Judicial Conference, is posted in the clerk's office and is available from the official court reporters.

(§ (b) amended 1/1/00)

XI. GENERAL PROVISIONS

81.1 Removal Actions

(a) Answer. Defendant(s) shall file an answer or present other defenses or objections available under the Federal Rules of Civil Procedure within twenty-one (21) days from the date of the filing of the notice of removal or, if any defendant is served after removal, within the time frame established by Rule 81(c) of the Federal Rules of Civil Procedure . If such answer has previously been filed in State Court, it shall be refiled separately from other State Court pleadings and captioned "Answer".

(b) Refiling Motions. A motion filed in state court will not be considered unless it is refiled in this court in accordance with these rules.

(c) Certified Copy of State Court Record. The removing party shall file with the clerk's office a certified or attested copy of the state court record within fourteen (14) days of the filing of the notice of removal.

(d) Remand. Whenever the court remands an action to state court, the clerk's office shall send a certified copy of the remand order and docket entries to the state court clerk's office.

(§§ (a), (b), and (c) amended 1/1/97; § (b) amended 1/1/98; § (a) amended 1/1/06; §§ (a) and (c) amended 12/1/09)

83.1 Bar of District Court

(a) Eligibility. Any active member in good standing of the bar of the Supreme Court of New Hampshire is eligible for admission to the bar of this court. The bar of this court shall consist of those attorneys who have previously been admitted to the bar of this court and those who have been admitted pursuant to subsection (b).

(b) Procedure for Admission. Each applicant for admission to the bar of this court shall file with the clerk's office a completed Petition and Oath on Admission in duplicate on a form provided by the clerk's office. One copy shall be forwarded by the clerk's office to the United States Attorney for the District of New Hampshire who shall investigate each applicant's eligibility as is deemed necessary. Submission of a completed Petition and Oath on Admission to the bar of this court constitutes the applicant’s consent to have a criminal background check performed by the United States Attorney’s Office. If the United States Attorney determines that the applicant is eligible, a representative from that office shall move for the applicant's admission. If the United States Attorney is not satisfied, any member of the bar of this court may move for the applicant's admission, and the United States Attorney or an assistant may oppose the motion. If the United States Attorney files an objection, the clerk's office shall advise the applicant. Unless the applicant withdraws the application, the court shall conduct

a hearing on the application. The court may grant or deny the application for admission or may continue the matter for further proceedings.

Unless the United States Attorney files an objection, the applicant shall be admitted to the bar of this court upon taking the prescribed oath or affirmation. Applicants must be sworn in as members of the district's bar within one year of the date their application is approved or their application will be deemed inactive and a new application will be required.

Upon payment of a $180 fee made payable to the Clerk, United States District Court, which includes a fee for deposit to the United States District Court Library Fund, the applicant shall then be a member of the bar of this court.

(c) Special Admissions. Upon motion and by order of the court, in special circumstances, a person may be admitted to the bar of this court at any time, whether or not the person has complied with all of the admissions requirements provided under the rules. However, the requirements that the person be admitted take an oath or affirmation and pay the prescribed fee shall be satisfied and shall not be waived.

(d) Reinstatement After Taking Inactive Status or Resigning. Any attorney who takes inactive status or resigns must reapply for admission as set forth in subsections (a) and (b) before resuming practice in this court.

(e) Continued Membership. Active membership in good standing in the any of the following is a precondition to continued membership in the bar of this court: The bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States.

(§ (b) amended 1/1/97, 1/1/98; §§ (b) and (c) amended 1/1/04; § (b) amended 6/1/04; § (a) amended and § (d) added 1/1/05; § (b) amended 1/1/06; § (a) amended and § (e) added 12/1/09)

83.2 Practice by Persons Not Members of the Bar of This Court

(a) Attorneys for the United States. An attorney who is in good standing as a member of the bar in every jurisdiction in which admitted to practice, who is not subject to pending disciplinary proceedings as a member of the bar in any jurisdiction, may appear and practice in this court as an attorney for the United States, or for any agency of the United States, or for an officer of the United States in an official capacity. The court may at any time revoke such permission for good cause without a hearing and any attorney appearing pursuant to this rule is subject to the disciplinary rules and jurisdiction of this court.

(b) Pro Hac Vice Admissions. Any attorney who is a member in good standing of the bar of any court of the United States or of the highest court of any state may appear and practice before this court in that action at the court's discretion and on motion by a member of the bar of this court who is actively associated with him or her in a particular action. The court may at any time revoke such permission for good cause without a hearing. An attorney so permitted to practice before this court in a particular action shall at all times remain associated in the action with a member of the bar of this court upon whom all process, notices, and other papers shall be served, who shall sign all filings submitted to the court and whose attendance is required at all proceedings, unless excused by the court.

An attorney for the United States who is not eligible for admission under subsection (a) of this rule may apply for admission under this subsection.

(1) Supporting Affidavit. An affidavit from the attorney seeking admission pro hac vice shall be attached to the motion for admission. The affidavit must include:

(A) the attorney's office address and telephone number;

(B) a listing of court(s) to which the attorney has been admitted to practice and the date(s) of admission;

(C) a statement that the attorney is in good standing and eligible to practice in the court(s);

(D) a statement that the attorney is not currently suspended or disbarred in any jurisdiction; and

(E) a statement describing the nature and status of any pending disciplinary matters involving the attorney.

(2) Fee for Admission. A motion for admission pro hac vice must be accompanied by a $100 fee payable to the Clerk, United States District Court. The court will not refund the fee if the motion is denied.

(c) Appearance in Court by Law Students and Graduates. A second or third year student at, or a graduate of, an accredited United States law school may appear before the court on behalf of any indigent person(s) upon referral by an approved legal aid society, federally funded legal services program, or public defender program in the State of New Hampshire, provided that the student's or graduate's conduct of the case is under the general supervision of a member of the bar of this court. An "approved" legal aid society, legal services program, or public defender program is an established program which operates with the sanction and approval of the Supreme Court of the State of New Hampshire or this court. The expression "general supervision" does not require the attendance in court of the supervising member of the bar.

(d) Other Persons. Persons who are not members of the bar of this court and to whom subsections (a), (b), and (c) are not applicable will be allowed to appear before this court only on their own behalf.

(§ (b)(2) amended 1/1/97, 1/1/03, 1/1/07; § (a) amended 12/1/09)

83.3 Conferred Disciplinary Jurisdiction

Any attorney admitted or permitted to practice before this court shall be deemed to have conferred disciplinary jurisdiction upon this court for any alleged attorney misconduct arising during the course of a case pending before this court in which that attorney has participated in any way.

83.4 Promulgation of Disciplinary Rules

The court, in furtherance of its inherent authority and responsibility to supervise the conduct of attorneys who are admitted or permitted to practice before it, promulgates the Disciplinary Rules as outlined in LR 83.5.

83.5 Disciplinary Rules

DR-1 Standards for Professional Conduct.

The Standards for Professional Conduct adopted by this court are the Rules of Professional Conduct as adopted by the New Hampshire Supreme Court, as the same may from time to time be amended by that court, and any standards of conduct set forth in these rules. Attorneys who are admitted or permitted to practice before this court shall comply with the Standards for Professional Conduct, and the court expects attorneys to be thoroughly familiar with such standards before appearing in any matter. Attorneys prosecuting criminal cases are also held to the standards of conduct established by law for prosecutors.

DR-2 Attorneys Convicted of Crimes.

(a) Upon the filing with this court of a certified copy of a judgment of conviction demonstrating that any attorney admitted to practice before the court has been convicted in any court of the United States, or the District of Columbia, or of any state, territory, commonwealth or possession of the United States of a serious crime as hereinafter defined, the court shall enter an order immediately suspending that attorney, whether the conviction resulted from a plea of guilty or nolo contendere, or from a verdict after trial or otherwise, and regardless of the pendency of any appeal, until final disposition of a disciplinary proceeding to be commenced upon such conviction. A copy of such order shall immediately be served upon the attorney as provided in DR-9 of these rules. Upon good cause shown, the court may set aside such order when it appears in the interest of justice to do so.

(b) The term "serious crime" shall include any felony and any lesser crime a necessary element of which, as determined by the statutory or common law definition of such crime in the jurisdiction where the judgment was entered, involves false swearing, misrepresentation, fraud, willful failure to file or filing false income tax returns, deceit, bribery, extortion, misappropriation, theft or an attempt or a conspiracy or solicitation of another to commit a "serious crime."

(c) A certified copy of a judgment of conviction of an attorney for any crime shall be conclusive evidence of the commission of that crime in any disciplinary proceeding instituted against that attorney based upon the conviction.

(d) Upon the filing of a certified copy of a judgment of conviction of an attorney for a serious crime, the court shall, in addition to suspending that attorney in accordance with the provisions of this rule, refer the matter to special counsel (i) for the institution of a disciplinary proceeding before one or more judges of the court in which the sole issue to be determined shall be the extent of the final discipline to be imposed as a result of the conduct resulting in the conviction, provided that a disciplinary proceeding so instituted will not be brought to final hearing until all appeals from the conviction are concluded; or (ii) a recommendation as to whether the imposition of final discipline

should be stayed pending the outcome of a disciplinary proceeding in another court and pending the issuance of an order to show cause pursuant to DR-3(b)(2).

(e) Upon the filing of a certified copy of a judgment of conviction of an attorney for a crime not constituting a "serious crime," the court may refer the matter to special counsel for whatever action counsel may deem warranted, including the institution of a disciplinary proceeding before the court provided, however, that the court may in its discretion make no reference with respect to convictions for minor offenses.

(f) An attorney suspended under the provisions of this rule will be reinstated immediately upon the filing of a certificate demonstrating that the underlying conviction of a serious crime has been reversed but the reinstatement will not terminate any disciplinary proceeding then pending against the attorney, the disposition of which shall be determined by the court on the basis of all available evidence pertaining to both guilt and the extent of discipline to be imposed.

(§ (d) amended 1/1/99)

DR-3 Discipline Imposed By Other Courts.

(a) Any attorney admitted to practice before this court shall, upon being subjected to public discipline by any other court of the United States or the District of Columbia, or by a court of any state, territory, commonwealth or possession of the United States, promptly inform the clerk of this court of such action.

(b) Upon the filing of a certified or exemplified copy of a judgment or order demonstrating that any attorney admitted to practice before this court has been disciplined by another court, this court may forthwith issue a notice directed to the attorney containing:

(1) a copy of the judgment or order from the other court; and

(2) an order to show cause directing that the attorney inform this court within thirty (30) days after service of that order upon the attorney, personally or by mail, of any claim by the attorney predicated upon the grounds set forth in subsection (d) hereof that the imposition of the identical discipline by the court would be unwarranted and the reasons therefor.

(c) In the event the discipline imposed in the other jurisdiction has been stayed there, any reciprocal discipline imposed in this court shall be deferred until such stay expires.

(d) Upon the expiration of thirty (30) days from service of the notice issued pursuant to the provisions of DR-3(b)(2) above, this court shall impose the identical discipline unless the respondent-attorney demonstrates, or this court finds, that upon the face of the record upon which the discipline in another jurisdiction is predicated it clearly appears:

(1) that the procedure was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process; or

(2) that there was such an infirmity of proof establishing the misconduct as to give rise to the clear conviction that this court could not, consistent with its duty, accept as final the conclusion on that subject; or

(3) that the imposition of the same discipline by this court would result in grave injustice; or

(4) that the misconduct established is deemed by this court to warrant substantially different discipline.

Where this court determines that any of said elements exist, it shall enter such other order as it deems appropriate.

(e) In all other respects, a final adjudication in another court that an attorney has been guilty of misconduct shall establish conclusively the misconduct for purposes of a disciplinary proceeding in this court.

(f) This court may at any stage appoint special counsel to prosecute the disciplinary proceedings.

(§ (b) amended 1/1/03)

DR-4 Disbarment on Consent or Resignation in Other Courts.

(a) Any attorney admitted to practice before this court who shall be disbarred on consent or resign from the bar of any other court of the United States or the District of Columbia or from the bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, shall, upon the filing with this court of a certified or exemplified copy of the judgment or order accepting such disbarment on consent or resignation, cease to be permitted to practice before this court and be stricken from the roll of attorneys admitted to practice before this court.

(b) Any attorney admitted to practice before this court shall, upon being disbarred on consent or resigning from the bar of any other court of the United States or the District of Columbia or from the bar of any state, territory, commonwealth or possession of the United States while an investigation into allegations of misconduct is pending, promptly inform the clerk of this court of such disbarment on consent or resignation.

DR-5 Misconduct.

(a) For misconduct defined in these rules, and for good cause shown, and after notice and opportunity to be heard, any lawyer admitted or permitted to practice before this court may be disbarred, suspended from practice before this court, or subjected to such other public or private disciplinary action as the circumstances may warrant.

(b) Acts or omissions by a lawyer admitted or permitted to practice before this court, individually or in concert with any other person or persons, which violate the Standards for Professional Conduct adopted by this court shall constitute misconduct and shall be grounds for discipline, whether or not the act or omission occurred in the course of an attorney-client relationship.

DR-6 Disciplinary Proceedings.

(a) When misconduct or allegations of misconduct which, if substantiated, would warrant discipline of an attorney admitted or permitted to practice before this court shall come to the attention of this court, whether by complaint or otherwise, and the applicable procedure is not otherwise mandated by these rules, the judge may follow either or both of the following procedures:

(1) refer the matter to any appropriate disciplinary agency with jurisdiction over said attorney with a request that the agency report its actions to the court provided, however, that in addressing any misconduct matter the court may consider such agency's actions but shall not be bound thereby;

(2) appoint one or more members of the bar of this court to act as special counsel to investigate the matter, to prosecute the matter in a formal disciplinary proceeding under these rules, to make such other recommendation as may be appropriate, or to perform any other functions required by the court in its order of appointment.

(b) Should special counsel conclude after investigation and review that a formal disciplinary proceeding should not be initiated against the respondent-attorney because sufficient evidence is not present, or because there is another proceeding pending against the respondent-attorney, the disposition of which in the judgment of the counsel should be awaited before further action by this court is considered, or for any other valid reason, counsel shall file with the court a recommendation for disposition of the matter, setting forth the reasons therefore.

(c) To initiate formal disciplinary proceedings, special counsel shall, upon a showing of probable cause, obtain leave of this court to institute a disciplinary proceeding by filing a complaint against the respondent-attorney setting forth the allegations of misconduct. If leave of the court is obtained, the complaint and summons shall be promptly served as provided in DR-9.

(d) The respondent-attorney shall file an answer to the complaint within thirty (30) days after service. If any issue of fact is raised in the answer or if the respondent-attorney wishes to be heard in mitigation, this court shall set the matter for prompt hearing before one or more judges of this court provided, however, that if the disciplinary proceeding is predicated upon the complaint of a judge of this court, the hearing shall be conducted before a panel of three judges of this court appointed by the Chief Judge or, if there are less than three judges of this court eligible to serve or if the Chief Judge is the complainant, by the Chief Judge of the Court of Appeals.

DR-7 Disbarment on Consent While Under Disciplinary Investigation or Prosecution.

(a) Any attorney admitted to practice before this court who is the subject of an investigation into, or a pending proceeding involving, allegations of misconduct may consent to disbarment but only by delivering to this court an affidavit stating that the attorney desires to consent to disbarment and that:

(1) the attorney's consent is freely and voluntarily rendered; the attorney is not being subjected to coercion or duress; the attorney is fully aware of the implications of so consenting;

(2) the attorney is aware that there is a presently pending investigation or proceeding involving allegations that there exist grounds for the attorney's discipline, the nature of which the attorney shall specifically set forth;

(3) the attorney acknowledges that the material facts so alleged are true; and

(4) the attorney so consents because the attorney knows that if charges were predicated upon the matters under investigation or if the proceedings were prosecuted, the attorney could not successfully defend himself.

(b) Upon receipt of the required affidavit, this court shall enter an order disbarring the attorney.

(c) The order disbarring the attorney on consent shall be a matter of public record. However, the affidavit required under the provisions of this rule shall not be publicly disclosed or made available for use in any other proceeding except upon order of this court.

DR-8 Reinstatement.

(a) After disbarment or suspension. An attorney suspended for three (3) months or less shall be automatically reinstated at the end of the period of suspension upon the filing with the court of an affidavit of compliance with the provisions of the order of suspension. An attorney suspended for more than three (3) months or disbarred may not resume practice until reinstated by order of this court.

(b) Time of application following disbarment. A person who has been disbarred after hearing or by consent may not apply for reinstatement until the expiration of at least five (5) years from the effective date of the disbarment. A lawyer who has been suspended for more than six (6) months may not apply for reinstatement until six (6) months before the period of suspension has expired.

(c) Hearing on application. Petitions for reinstatement by a disbarred or suspended attorney under this rule shall be filed with the Chief Judge of the court. Upon receipt of the petition, the Chief Judge shall refer the petition to counsel and assign the matter for hearing before one or more judges of this court provided, however, that if the disciplinary proceeding was predicated upon the complaint of a judge of this court, the hearing shall be conducted before one or more other judges of this court or, if there are not judges of this court eligible to serve, before a district judge of this Circuit appointed by the Chief Judge of the Court of Appeals. Within thirty (30) days after referral, the judge or judges assigned to the matter shall schedule a hearing at which the petitioner shall have the burden of demonstrating by clear and convincing evidence that petitioner has the moral qualifications, competency, and learning in the law required for admission to practice law before this court and that petitioner's resumption of the practice of law will not be detrimental to the integrity and standing of the bar or to the administration of justice or subversive of the public interest.

(d) Duty of special counsel. In all proceedings upon a petition for reinstatement, cross-examination of the witnesses of the respondent-attorney and the submission of evidence, if any, in opposition to the petition shall be conducted by counsel.

(e) Deposit for costs of proceeding. Petitions for reinstatement under this rule shall be accompanied by an advance cost deposit in an amount to be set from time to time by the court to cover anticipated costs of the reinstatement proceeding.

(f) Conditions of reinstatement. If the petitioner is found unfit to resume the practice of law, the petition shall be dismissed. If the petitioner is found fit to resume the practice of law, the judgment shall reinstate him or her, provided that the judgment may make reinstatement conditional upon the payment of all or part of the costs of the proceedings and upon the making of partial or complete restitution to parties harmed by the petitioner whose conduct led to the suspension or disbarment. Provided further, that if the petitioner has been suspended or disbarred for five (5) years or more, reinstatement may be conditioned, in the discretion of the judge or judges before whom the matter is heard, upon the furnishing of proof of competency and learning in the law, which proof may include certification by the bar examiners of a state or other jurisdiction of the attorney's successful completion of an examination for admission to practice subsequent to the date of suspension or disbarment.

(g) Successive petitions. No petition for reinstatement under this rule shall be filed within one (1) year following an adverse judgment upon a petition for reinstatement filed by or on behalf of the same person.

(§ (a) amended 1/1/03)

DR-9 Service of Complaint, Papers and Other Notices.

Upon the filing of a complaint instituting a disciplinary proceeding, the clerk shall forthwith issue a summons and deliver the summons and a copy of the complaint to the United States Marshal for service in the manner provided in Fed. R. Civ. P. 4(e)(2) or, if such service cannot be made, by registered or certified mail addressed to the respondent-attorney at the attorney's last known address. The summons shall direct the respondent-attorney to serve an answer within thirty (30) days after service. An order of suspension shall be served in the same manner as a summons and complaint instituting a disciplinary proceeding. Service of any other papers or notices required by these rules shall be deemed to have been made if such paper or notice is addressed to the respondent-attorney at the attorney's last known address or to counsel or the respondent's attorney at the address indicated in the most recent pleading or other document filed by them in the course of any proceeding.

DR-10 Duties of the Clerk.

(a) Upon being informed that an attorney admitted to practice before this court has been convicted of any crime, the clerk of this court shall determine whether the clerk of the court in which such conviction occurred has forwarded a certificate of such conviction to this court. If a certificate has not been so forwarded, the clerk of this court shall promptly obtain a certificate and file it with this court.

(b) Upon being informed that an attorney admitted to practice before this court has been subjected to discipline by another court, the clerk of this court shall determine whether a certified or exemplified copy of the disciplinary judgment or order has been filed with this court, and, if not, the clerk shall promptly obtain a certified or exemplified copy of the disciplinary judgment or order and file it with this court.

(c) Whenever it appears that any person convicted of any crime or disbarred or suspended or censured or disbarred on consent by this court is admitted to practice law in any other jurisdiction or before any other court, the clerk of this court shall, within fourteen (14) days of that conviction,

disbarment, suspension, censure, or disbarment on consent, transmit to the other court a certificate of the conviction or a certified exemplified copy of the judgment or order of disbarment suspension, censure, or disbarment on consent, as well as the last known office and residence addresses of the defendant or respondent.

(d) The clerk of this court shall, likewise, promptly notify the National Lawyer Regulatory Data Bank operated by the American Bar Association of any order imposing public discipline upon any attorney admitted to practice before this court.

(§ (d) amended 1/1/97; § (c) amended 12/1/09)

DR-11 Public Access and Confidentiality.

(a) Publicly Available Records. All filings, orders, and proceedings involving allegations of misconduct by an attorney shall be public, except:

(1) When the court, on its own initiative or in response to a motion for protective order, orders that such matters shall not be made public. While a motion for protective order is pending, the motion and any objection to the motion will be filed under seal at Level I in accordance with LR 83.11, and

(2) Any filing, proceeding, or order issued pursuant to DR–6 prior to the initiation of formal disciplinary proceedings under DR-6(c).

(b) Respondent's Request. The respondent attorney may request that the court make any matter public that would not otherwise be public under this rule.

(Retitled, text of rule stricken and replaced with §§ (a) and (b) 1/1/01)

DR-12 Jurisdiction.

Nothing contained in these rules shall be construed to deny to this court such powers as are necessary for the court to maintain control over proceedings conducted before it, such as proceedings for contempt under Title 18, United States Code or under Rule 42 of the Federal Rules of Criminal Procedure.

83.6 Appearances

(a) By Counsel. The filing of an appearance or any signed filing, except a motion under LR 83.2, constitutes an appearance by the attorney who signs it. Multiple attorneys from the same firm may file appearances in the case and their names shall be entered on the docket.

(b) By Individuals. Pro se parties must appear personally, declaring their pro se status in their initial filing or in a notice of appearance. The words "pro se" shall follow a party's signature on all filings in the same case. A pro se party may not authorize another person who is not a member of the bar of

this court to appear on his or her behalf. This includes a spouse or relative and any other party on the same side who is not represented by an attorney.

(c) By Corporations. A corporation, unincorporated association, or trust may not appear in any action or proceeding pro se.

(d) Withdrawals. An attorney may withdraw from a case by serving notice of withdrawal on the client and on all other parties and by filing the notice with the clerk's office if (1) there are no motions pending before the court, (2) the case has not been pre-tried, or (3) no trial date has been set. When one or more of these conditions exist, an attorney may only withdraw from a case by leave of court after the filing of a motion with the clerk's office. When an attorney withdraws from a case and no other appearance is entered, the clerk's office shall notify the party by mail of such withdrawal, and unless the party appears pro se or through counsel by a date set by the court, the court will terminate the case by a dismissal or default judgment. As a condition of withdrawal, the attorney shall notify the clerk's office, in writing, of the client's last known address.

(e) Change of Address. An attorney or pro se party who has appeared before the court on a matter is under a continuing duty to notify the clerk's office of any change of address and telephone number. Counsel or pro se parties who fail to provide the clerk's office with their current address in accordance with this rule are not entitled to notice.

(§ (d) amended 1/1/97; § (a)(4) added 1/1/98; prior § (a)(4) stricken 1/1/01; § (a)(4) added 1/1/05; § (a)(1)(A) amended and renamed § (a), §§ (a)(2)-(4) omitted 1/1/08; § (c) amended 12/1/09)

83.7 Photographing; Broadcasting; Televising

(a) Prohibition. Except authorized personnel in the discharge of their official governmental duties, all persons are prohibited from photographing, recording (audio or video), broadcasting, transmitting, or televising within the Warren B. Rudman U.S. Courthouse (including the garage, basement, and ramp area, as well as other areas designated on specific occasions by the United States Marshal when necessary for security reasons).

Except authorized personnel in the discharge of their official governmental duties, all persons are prohibited from possessing within the Rudman courthouse any form of equipment or means of photographing, recording (audio or video), broadcasting, transmitting, or televising.

(b) Persons Visiting Agencies in the James C. Cleveland Federal Building. All persons seeking to visit offices of agencies other than court agencies which have permanent offices located within the Cleveland building for the purpose of photographing or recording within those offices shall be escorted from and to the lobby area of the building by a representative of that agency. The head of that agency shall be responsible for ensuring compliance by the agency and visitors to that agency with the requirements of this rule.

(c) Exceptions.

(1) The court may permit the photographing, recording (audio or video), broadcasting, transmitting, or televising of naturalization, investiture, swearing-in, or similar ceremonies or special proceedings.

(2) Members of the bar of this court and their agents may possess cell phones, dictating equipment, computers, pagers, personal digital assistants (PDAs), and similar electronic devices, for the limited purpose of facilitating their participation in mediation sessions and providing legal representation. However, such devices shall not be brought into or possessed in any courtroom or judge's chambers without specific advance authorization by a judge.

In no event shall any such device be employed by counsel or anyone else in any manner designed to photograph, record (audio or video), broadcast, transmit, or televise any proceeding, scene, discussion, or event within the Rudman courthouse. It is the intent of this rule to preserve the prohibitions set out in subsection (a), while allowing some reasonable flexibility to members of the bar (who are subject to professional sanction) to effectively perform their professional obligations.

Pro se litigants and others may be extended similar privileges upon application to the clerk of court and showing of good cause for or particular need for an exception.

(§ (a) amended, prior § (b), Exception, relettered to § (c) and amended, and § (b) added 1/1/00; § (c)(2) amended 1/1/04)

83.8 Provisions for Special Orders in Widely Publicized and Sensational Cases

In a widely publicized or sensational case, the court, sua sponte or on motion of either party, may issue a special order governing matters such as extrajudicial statements by parties and witnesses likely to interfere with the conduct of a fair trial by an impartial jury, the seating and conduct in the courtroom of spectators and news media representatives, the management and sequestration of jurors and witnesses, and any other matters which the court deems appropriate.

83.9 Courthouse Security

All persons entering a federal courthouse in this district and all items carried by them shall be subject to appropriate screening and checking by a United States Marshal, a security officer, or any law enforcement officer on duty. Any person who refuses to cooperate with these security measures may be denied entrance to the courthouse.

83.10 Pending Matters in Stayed Cases

When the court grants a stay, it may administratively terminate any pending motions without prejudice.

83.11 Sealed Documents

(a) Filings, Orders, and Docket Entries. All filings, orders, and docket entries shall be public unless:

(1) a filing, order, or docket entry must be sealed pursuant to state law, federal law, the Federal Rules of Criminal or Civil Procedure, or these rules;

(2) a filing, order, or docket entry has been sealed by order of another court or agency; or

(3) this court issues an order sealing a filing, order, or docket entry.

(b) Levels of Sealed Filings, Orders, and Docket Entries.

(1) Level I. Filings, orders, and docket entries sealed at Level I may be reviewed by any attorney appearing in the action without prior leave of court.

(2) Level II. Filings, orders, and docket entries sealed at Level II may be reviewed only by the filer or, in the case of an order, the person to whom the order is directed without prior leave of court.

(c) Motions to Seal. A motion to seal must be filed before the sealed material is submitted or, alternatively, the item to be sealed may be tendered with the motion and both will be accepted provisionally under seal, subject to the court's subsequent ruling on the motion. The motion must explain the basis for sealing, specify the proposed duration of the sealing order, and designate whether the material is to be sealed at Level I or Level II. Departure motions based on substantial assistance need not contain a proposed seal duration and, unless extended upon motion for good cause shown, shall remain sealed for five (5) years or until the completion of any term of imprisonment, whichever occurs later. Any motion to seal, upon specific request, may also be sealed if it contains a discussion of the confidential material. If the court denies the motion to seal, any materials tendered under provisional seal will be returned to the movant.

(d) Filing Procedures. All material submitted by a party either under seal or requesting sealed status, provisionally or otherwise, must be submitted in compliance with this subsection and Administrative Procedure for Electronic Case Filing 3.3. The documents and 3.5 floppy or compact disk shall be placed in a sealed envelope with a copy of the document's cover page affixed to the outside of the envelope. The party shall designate the envelope with a conspicuous notation such as "DOCUMENTS UNDER SEAL," "DOCUMENTS SUBJECT TO PROTECTIVE ORDER," or the equivalent. If the basis for the document's sealed status is not apparent, an explanatory cover letter should also be attached to alert the clerk's staff of its special status.

Parties cannot seal otherwise public documents merely by agreement or by labeling them "sealed."

(Prior rule stricken and replaced with §§ (a)-(d) 1/1/01; § (d) amended 1/1/08; § (c) amended 12/1/09)

83.12 Judicial Misconduct

Complaints alleging judicial misconduct or disability are governed by the Judicial Conduct and Disability Act, 28 U.S.C. § 372(c), and by the Rules of the Judicial Council of the First Circuit Governing Complaints of Judicial Misconduct or Disability. Copies of these rules and required complaint forms are available from the Office of the Circuit Executive, United States Courthouse, Suite 3700, 1 Courthouse Way, Boston, Massachusetts 02210 (617-748-9330) and are also available on the court's web site. Any complaint of judicial misconduct must be filed with the Clerk of the United States Court of Appeals for the First Circuit.

(Amended 1/1/99, 1/1/04)

83.13 Exhibits

(a) Premarking. No later than one week before a case is set for trial or hearing, counsel shall furnish to the clerk:

(1) an original of a typed descriptive list of all exhibits to be offered. Each listing shall indicate whether the exhibit shall be admitted into evidence by agreement of parties or marked for identification;

(2) the original exhibits, marked, that will be used in the proceeding; and

(3) no hazardous exhibit as defined in LR 7.3 shall be presented for premarking, premarked, introduced into evidence or maintained in the custody of the court without prior leave of court.

At the commencement of the proceeding, all exhibits agreed to will be offered and received into evidence. Those marked for identification will remain so until ruled upon during the proceeding or in the court's opinion or otherwise.

(b) Custody. All exhibits received or offered in evidence at any proceeding shall be delivered to the clerk, who shall keep them in custody except that any sensitive exhibits or other exhibits which, because of their size or nature, require special handling shall remain in the possession of the party introducing same during the pendency of the proceedings and any appeal.

(c) Disposition. At the conclusion of the proceeding, all exhibits shall be retained by the clerk until the expiration of any appeal period or the conclusion of any appeal, whichever occurs later. The court may, however, order that some or all exhibits be maintained by an attorney or party or otherwise stored at an off-site facility at the parties' expense during the pendency of any appeal.

After the conclusion of any appeal or, if no appeal is taken, after the expiration of the appeal period, the clerk may notify the parties that the exhibits should be removed within a specified period of time. If the exhibits are not removed or another arrangement made with the clerk within the time allowed, the exhibits may be destroyed or otherwise disposed of without further notice.

(d) Appeals. The parties shall attempt to file an agreed-upon designation of the exhibits necessary for the determination of the appeal within fourteen (14) days after service of the notice of appeal. In the absence of agreement, the appellant shall, not later than twenty-one (21) days after filing the notice of appeal, file a designation of the exhibits the appellant considers to be necessary. If the appellee considers other exhibits to be necessary, the appellee shall file a cross-designation within fourteen (14) days after service of appellant's designation.

It shall be the duty of the clerk, or any attorney or party having possession of an exhibit pursuant to a court order, to send promptly any designated exhibit(s) or a true copy thereof to the office of the clerk of the court of appeals to which the appeal has been taken.

Exhibits which have not been designated shall be retained by the clerk of the district court or other person authorized by court order. Any such exhibit shall be transmitted to the clerk of the court of appeals on the request of that court, acting on the order of any judge thereof or on the motion of a party showing good cause for failure to include any such exhibit in the attorney's designation.

Pursuant to Fed. R. App. P. 11(b)(2), documents of unusual bulk or weight and physical exhibits other than documents shall remain in the custody of the attorney or party who produced them. The attorney or party retaining custody of the documents shall permit inspection of them by any other party and the court of appeals upon request.

(e) Photographs of Chalks. In order to make a record of a chalk, the court may permit a party to photograph or otherwise copy it, on such terms as are just.

(New § (d) added, prior § (d) relettered to § (e) 1/1/04; § (a)(3) added, § (d) amended 1/1/08; §§ (c) and (d) amended 12/1/09)

83.14 Courtroom Technology

Persons using courtroom audio or visual equipment, including but not limited to videoconferencing and evidence presentation systems, shall be prepared to operate such systems without the assistance of the clerk's office staff. At a minimum, persons using courtroom audio or visual equipment shall (a) review materials on the court's web site related to the use of such technologies, including the Litigant's Manual for Courtroom Technology for the appropriate courtroom; (b) make arrangements with the clerk's office no later than five (5) days prior to the hearing/trial if they would like to train on or otherwise become familiar with the court's systems; (c) supply the necessary cables to connect personal laptops to the court's evidence presentation system; (d) perform a virus check on any media they intend to access on court provided computers; and (e) comply with the procedures outlined on the court's web site when presenting admitted trial exhibits in electronic format to a deliberating jury.

(Added 1/1/06)

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APPENDIX OF FORMS, CIVIL

Civil Form 1, Civil Case Management Deadlines

This chart is meant merely as a summary. Local and Federal Rules and orders in individual cases are controlling. Certain cases are exempt from certain provisions of the Local Rules, e.g., 16.1 exempts administrative track cases. **NOT INCLUDED**: SSA cases, IDEA cases, class action settlements, bankruptcy proceedings, cases referred from Rhode Island, removal actions.

Civil Case Management Deadlines
Amended Through December 1, 2009

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Conference of parties to develop discovery plan.	Fed. R. Civ. P. 26(f)	At least 21 days before the preliminary pretrial conference
Discovery commences except in cases specified in Fed. R. Civ. P. 26(a)(1)(B).	Fed. R. Civ. P. 26(d)	After Fed. R. Civ. P. 26(f) conference
Discovery plan filed.	Fed. R. Civ. P. 26(f)	14 days after Fed. R. Civ. P. 26(f) conference
Court ADR/Mediation - notice to the court of the date by which mediation will occur.	LR 53.1(c)(1)	Included in scheduling order
Preliminary pretrial conference.	LR 16.1	Set by clerk's notice
Scheduling order issued.	Fed. R. Civ. P. 16(b)	
Amended pleadings filed.	Fed. R. Civ. P. 16(b)(3)(A)	Set by scheduling order
Additional parties joined.	Fed. R. Civ. P. 16(b)(3)(A)	Set by scheduling order
Expert materials disclosed.	Fed. R. Civ. P. 16(b)(3)(B)	Set by scheduling order (if no order then 30 days prior to trial as required by Fed. R. Civ. P. 26(a)(3)(B))
Dispositive motions filed.	Fed. R. Civ. P. 16(b)(3)(A)	Set by scheduling order
Discovery completed.	Fed. R. Civ. P. 16(b)(3)(A)	Set by scheduling order

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Motion for attendance of witness by pro se and in forma pauperis parties.	LR 45.2	21 days before trial (or hearing or deposition)
Pretrial statements, requests for jury instructions, trial memoranda, requests for findings of fact and rulings of law, motions in limine, and voir dire requests filed.	Fed. R. Civ. P. 26(a)(3) and LR 16.2	Set by clerk's notice of trial assignment (30 days before trial)
Challenges to expert testimony.	Fed. R. Civ. P. 16(b)(3)(B)	Set by scheduling order
Objections to pretrial disclosures and to exhibits, motions in limine, jury instructions, findings of fact, and rulings of law filed.	Fed. R. Civ. P. 26(a)(3)(B) and LR 16.2(d)	Set by clerk's notice of trial assignment (14 days after service of pretrial statements)
Final pretrial conference held.	LR 16.3(a)	Set by clerk's notice of trial assignment (approximately 10 days prior to trial)
Deposition page/line designations.	LR 16.2(a)(4)	Due 10 days prior to trial; counter-designations due 5 days prior to trial; objections 2 days prior to trial
Exhibits and exhibit lists filed.	LR 83.13	Set by clerk's notice of trial assignment (approximately 7 days before trial)
Trial.	LR 40.1	Set by clerk's notice of trial assignment (in accordance with track assigned per LR 40.1)

Other Civil Case Deadlines

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Filing fee paid or motion to proceed in forma pauperis filed.	LR 4.4	Simultaneous with filing of complaint
Objections to motions other than motions in limine filed with final pretrial statements and motions for summary judgment.	LR 7.1(b)	14 days after motion is served
Objections to summary judgment motions.	LR 7.1(b)	30 days after motion is served

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Reply memorandum.	LR 7.1(e)(1)	Dispositive motion: Notice of intent within 3 days of service of objection or opposition; memorandum within 10 days of the service of an objection or opposition.
Motion to file reply memorandum.	LR 7.1(e)(2)	Nondispositive motion: Notice of intent within 3 days of service of objection or opposition; motion for leave no later than 14 days of the service of an objection or opposition
Motion to file surreply.	LR 7.1(e)(3)	Notice of intent within 3 days of service of reply; motion for leave no later than 14 days of service of reply
Motion to strike.	LR 7.2(c)	Within 14 days of the service of motion or objection
Motion to continue based on scheduling conflict filed.	LR 7.2(a)	7 days after learning of scheduling conflict
Motion to reconsider other than a motion under Fed. R. Civ. P. 59 or 60.	LR 7.2(e)	14 days after order issued
Written statement or dispositive motion.	LR 7.4	Within 60 days of serving answer to petition to habeas corpus
Disclosure statement.	LR 7.5	If corporation, partnership, or LLC with first appearance or filing
Production of discovery required by court ruling on motion to compel.	LR 37.1(b)	14 days after order issued
Signed agreement for entry of judgment or stipulation of dismissal filed.	LR 41.1	30 days after court notified of settlement
Notice to opposing counsel that counsel will be called as a witness at trial.	LR 45.5	30 days before trial
Jury costs may be assessed if case settles later than 3 p.m. on the last business day prior to the scheduled trial date.	LR 54.2	1 day before trial
Bill of costs filed. Objections due 14 days after service.	LR 54.1	21 days after expiration of appeal period or issuance of appellate court mandate

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Response to objection to nondispositive order of Magistrate Judge.	LR 72.2	14 days after service of objection
Objection to initial case assignment to magistrate judge.	LR 73.1(b)	21 days after receipt of notice of initial assignment
Parties request court reporter if proceeding is not covered by LR 80.1.	LR 80.1	2 days prior to hearing
Designation of exhibits for appeal.	LR 83.13(d)	14 days after service of Notice of Appeal if agreed upon; if not agreed upon 21 days after filing for appellant and 14 days thereafter for appellee
Operation of courtroom technology.	LR 83.14	5 days before hearing/trial make arrangements to train on court's systems if desired

(Added 1/1/97; amended 1/1/00, 1/1/01, 1/1/02, 1/1/03, 1/1/04, 1/1/05, 1/1/06, 1/1/08; 12/1/09)

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Plaintiff(s)

v. Civil No. *Case #/Judge Initials*

Defendant(s)

DISCOVERY PLAN
Fed. R. Civ. P. 26(f)

DATE/PLACE OF CONFERENCE:

COUNSEL PRESENT/REPRESENTING:

CASE SUMMARY

THEORY OF LIABILITY:

THEORY OF DEFENSE:

DAMAGES:

DEMAND: *due date [need not be filed with the court]*

OFFER: *due date [need not be filed with the court]*

JURISDICTIONAL QUESTIONS:

QUESTIONS OF LAW:

TYPE OF TRIAL: *jury or bench*

DISCOVERY

TRACK ASSIGNMENT: *EXPEDITED--6 MONTHS*
STANDARD--12 MONTHS
COMPLEX--24 MONTHS

DISCOVERY NEEDED:
Give brief description of subjects on which discovery will be needed.

MANDATORY DISCLOSURES (Fed. R. Civ. P. 26(a)(1)):
Advise the court whether the parties have stipulated to a different method of disclosure than is required by Fed. R. Civ. P. 26(a)(1) or have agreed not to require any Rule 26(a)(1) disclosures.

ELECTRONIC INFORMATION DISCLOSURES (Fed. R. Civ. P. 26(f)):

The parties should provide (a) a brief description of their proposals regarding the disclosure or discovery of electronically stored information (and/or attach a proposed order) and/or (b) identify any disputes regarding the same.

STIPULATION REGARDING CLAIMS OF PRIVILEGE/PROTECTION OF TRIAL PREPARATION MATERIALS (Fed. R. Civ. P. 26(f)):

The parties should provide a brief description of the provisions of any proposed order governing claims of privilege or of protection as trial preparation material after production (and/or attach a proposed order).

COMPLETION OF DISCOVERY:

(1) Date all discovery complete [APPROXIMATELY 60 DAYS PRIOR TO TRIAL DATE ACCORDING TO TRACK]
(2) If there are issues for early discovery, date for completion of discovery on those issues

INTERROGATORIES:

A maximum of *(number)* [PRESUMPTIVE LIMIT 25] interrogatories by each party to any other party. Responses due 30 days after service unless otherwise agreed to pursuant to Fed. R. Civ. P. 29.

REQUESTS FOR ADMISSION:

A maximum of *(number)* requests for admission by each party to any other party. Responses due 30 days after service unless otherwise agreed to pursuant to Fed. R. Civ. P. 29.

DEPOSITIONS:

A maximum of *(number)* [PRESUMPTIVE LIMIT 10] depositions by plaintiff(s) and *(number)* [PRESUMPTIVE LIMIT 10] by defendant(s).

Each deposition (other than of /name\) limited to a maximum of *(number)* [PRESUMPTIVE LIMIT 7] hours unless extended by agreement of the parties.

DATES OF DISCLOSURE OF EXPERTS AND EXPERTS' WRITTEN REPORTS AND SUPPLEMENTATIONS:

Plaintiff: *due date* **Defendant**: *due date*

Supplementations under Rule 26(e) due *time(s) or interval(s)*.

Advise the court whether the parties have stipulated to a different form of expert report than that specified in Fed. R. Civ. P. 26(a)(2).

CHALLENGES TO EXPERT TESTIMONY:

due date: [no later than 45 days prior to trial]

OTHER ITEMS

DISCLOSURE OF CLAIMS AGAINST UNNAMED PARTIES: If defendant(s) claim that unnamed parties are at fault on a state law claim (see DeBenedetto v. CLD Consulting Engineers, Inc., 153 N.H. 793 (2006)), defendant(s) shall disclose the identity of every such party and the basis of the allegation of fault no later than [no later than 30 days before the Joinder of Additional Parties deadline and 45 days before the Plaintiff's Expert Disclosure deadline]. Plaintiff shall then have 30 days from the date of disclosure to amend the complaint.

JOINDER OF ADDITIONAL PARTIES:

Plaintiff: *due date* **Defendant**: *due date*

THIRD-PARTY ACTIONS: *due date*

AMENDMENT OF PLEADINGS:

Plaintiff: *due date* **Defendant**: *due date*

DISPOSITIVE MOTIONS:

To Dismiss: *due date [NO LATER THAN 90 DAYS AFTER PRELIMINARY PRETRIAL]*

For Summary Judgment: *due date [NO LATER THAN 120 DAYS PRIOR TO TRIAL DATE ACCORDING TO TRACK]*

SETTLEMENT POSSIBILITIES:

(1) is likely

(2) is unlikely

(3) cannot be evaluated prior to (date)

(4) may be enhanced by ADR: *(a) Request to the court*

(b) Outside source

JOINT STATEMENT RE MEDIATION:

The parties shall indicate a date by which mediation, if any, will occur.

WITNESSES AND EXHIBITS:

[NO DATES NECESSARY; DUE DATES--10 DAYS BEFORE FINAL PRETRIAL CONFERENCE BUT NOT LESS THAN 30 DAYS BEFORE TRIAL FOR LISTS (INCLUDED IN FINAL PRETRIAL STATEMENTS) AND 14 DAYS AFTER SERVICE OF FINAL PRETRIAL STATEMENT FOR OBJECTIONS--SET BY CLERK'S NOTICE OF TRIAL ASSIGNMENT.]

TRIAL ESTIMATE: *number of days*

TRIAL DATE: *The parties shall set out an agreed trial date–adhering to time periods as mandated by the chosen track assignment--using a preset jury selection day as provided on the court's web site (www.nhd.uscourts.gov). If the parties cannot agree on a date, they shall set out their respective proposed dates.*

PRELIMINARY PRETRIAL CONFERENCE: The parties [request] [do not request] a preliminary pretrial conference with the court before entry of the scheduling order. [NOTE: THE PARTIES SHOULD PLAN TO ATTEND THE PRELIMINARY PRETRIAL CONFERENCE AS SCHEDULED UNLESS OTHERWISE NOTIFIED BY THE COURT.]

OTHER MATTERS: *The parties should list here their positions on any other matters which should be brought to the court's attention including other orders that should be entered under Fed. R. Civ. P. 26(c) or 16(b) and (c).*

(Added 1/1/97; amended 1/1/00, 1/1/01, 1/1/02, 1/1/03, 1/1/04, 1/1/07, 12/1/09)

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

_____
Plaintiff(s)

v. Civil Case No. and Judge's Initials

_____
Defendant(s)

DISCLOSURE STATEMENT
LOCAL RULE 7.5

[This form is to be completed and filed only by parties that are nongovernmental corporations, partnerships, or limited liability companies. Check the appropriate box(es).]

❒ The filing party, a nongovernmental corporation, identifies the following parent corporation and any publicly held corporation that owns 10% or more of its stock:

- O R -

❒ The filing party, a partnership, identifies the following parent corporation and any publicly held corporation that owns 10% or more of the corporate partner's stock:

- O R -

❒ The filing party, a limited liability company (LLC), identifies the following parent corporation and any publicly held corporation that owns a 10% or more membership or stock interest in the LLC:

- AND/O R -

❒ The filing party identifies the following publicly held corporations with which a merger agreement exists:

- O R -

❒ The filing party has none of the above.

(Added 1/1/01; amended 1/1/03, 12/1/09)

XII. CRIMINAL RULES

With the 1997 revision, all existing criminal rules were renumbered to delete the "100" series designation. For example, 106.1 became 6.1; 110.2 became 10.2.

1.1 General Rules

(a) Title and Citation. The "Local Criminal Rules of the United States District Court for the District of New Hampshire" shall be cited as "LCrR __."

(b) Effective Date. Effective January 1, 1996, as amended December 1, 2009.

(c) Numbering. The numbering of the local rules tracks the numbers of the Federal Rules of Criminal Procedure.

(d) Scope. LCrR 1.1 - 58.1 shall govern the procedure in all criminal actions. Civil local rules shall apply insofar as they do not conflict with any statute, federal or local criminal rule, or individual order. The following civil/general local rules shall apply in criminal actions: Rules 1.1(c),(d) and (g), 1.2 - 1.3, 4.3(e), 4.4 - 5.4, 7.1(a),(c), (d) and (e), 7.2(a),(c) and (e), 7.3, 39.1, 39.3, 40.2, 45.1 - 47.3, 54.1, 65.1.1, 67.2 - 67.4, 72.1, 72.2, 77.1, 77.3,77.5, 77.6, 80.1, 83.1, 83.2(a),(b) and (d), 83.3 - 83.5, 83.6(a)-(c), and (e), 83.7 -83.12, 83.13(b)-(e), 83.14.

(Added 1/1/97; § (b) amended 1/1/98, 1/1/99, 1/1/00, 1/1/01, 1/1/02, 1/1/03, 1/1/04, 1/1/05, 1/1/06, 1/1/08, 12/1/09 (N.B. 1/1/99 and 1/1/02 changes were to applicable civil rules only); § (d) amended 1/1/01, 1/1/04, 1/1/05, 1/1/06, 1/1/08, 12/1/09)

6.1 Grand Jury Security

When the grand jury is in session, the area surrounding the grand jury room shall be secured, and no one shall be permitted to wander about, sit in the corridors, or otherwise attempt to ascertain the identity of witnesses or members of the grand jury.

(Amended 1/1/98)

10.1 Trial Date

The court shall establish a trial date at the arraignment.

10.2 Complex Cases

If the court determines at the arraignment that the case is likely to be unusually complex, the court shall schedule a status conference within fourteen (14) days after the arraignment. LCrR 12.1(a) and 12.1(b)

shall not apply in such cases, and the court shall instead establish the dates for the filing of discovery, dispositive, and evidentiary motions at the status conference.

(Amended 1/1/97)

10.3 Post-Arraignment Meeting

Counsel shall confer in order to discuss discovery matters within seven (7) days after the arraignment.

(Amended 12/1/09)

11.1 Entry of Guilty Plea Without Plea Agreement

In all cases in which the defendant intends to enter a plea of guilty without having reached a written plea agreement with the government, the defendant shall submit on or before the date of the change of plea hearing an executed Acknowledgment and Waiver of Rights on a form approved by the court.

(Added 1/1/04)

12.1 Motion Practice

(a) Discovery Motions. Discovery motions shall be filed within thirty (30) days after the arraignment.

(b) Dispositive and Evidentiary Motions. Dispositive and evidentiary motions, which shall not include motions in limine, shall be filed no later than twenty-one (21) days prior to trial.

(c) Motions in Limine. Motions in limine shall be filed no later than seven (7) days prior to trial. Objections to motions in limine shall be filed on the day of trial.

(d) Motions for Continuance of Trial. Any defense motions to continue trial must be accompanied by a waiver of speedy trial signed by the defendant.

(e) Objections. Unless the Federal Rules of Criminal Procedure or these local rules provide otherwise, an objection and memorandum in opposition to a motion shall be filed within fourteen (14) days from the date the motion is served. Unless an objection is filed within the time established by this rule, the party opposing the motion shall be deemed to have waived objections, and the court may act on the motion.

(§ (d) amended 1/1/03; § (b) amended, § (c) added, former §§ (c)-(d) relettered accordingly 1/1/08; § (e) amended 12/1/09)

12.2 [reserved] (Added 1/1/03)

12.3 [reserved] (Added 1/1/03)

12.4 Disclosure Statement

(a) Nongovernmental Corporate Parties; Partnerships; Limited Liability Companies.

(1) Form of Filing. The disclosure statement referenced in Fed. R. Crim. P. 12.4(a)(1) and this rule shall substantially conform to Criminal Form 2, Sample Disclosure Statement.

(2) Additional Information. The disclosure statement shall also identify any publicly held corporation with which a merger agreement exists.

(3) Partnerships and Limited Liability Companies. When a partnership or a limited liability company (LLC) is a party to an action or proceeding, it shall file a disclosure statement providing the information required in Fed. R. Crim. P. 12.4(a)(1) and § (a)(2) of this rule or shall state that there is no such corporate entity that holds such an interest in the partnership/LLC.

(b) Organizational Victims.

(1) Form of Filing. The disclosure statement referenced in Fed. R. Crim. P. 12.4(a)(2) and this rule shall substantially conform to Criminal Form 3, Sample Organizational Victim Statement.

(2) Additional Information. The disclosure statement shall also identify any publicly held corporation with which a merger agreement exists.

(3) Partnerships and Limited Liability Companies. When an organizational victim is a partnership or a limited liability company (LLC), the government shall file a disclosure statement providing the information required in Fed. R. Crim. P. 12.4(a)(1) and § (b)(2) of this rule or shall state that there is no such corporate entity that holds such an interest in the partnership/LLC.

(Formerly subject matter of LCrR 57.2, 57.3, which were added 1/1/01; renumbered and amended 1/1/03; §§ (a)(3) and (b)(3) amended 12/1/09)

16.1 Routine Discovery

The parties shall disclose the following information without waiting for a demand from the opposing party.

(a) Criminal Record Report. Prior to or during the course of the initial appearance, the United States Probation and Pretrial Service Office shall, to the extent in their possession, provide the government with two (2) copies of the defendant's criminal record report. Upon receipt, the government shall provide a copy of that report to counsel for the defendant, it being presumed that defense counsel has made a request for this information pursuant to Fed. R. Crim. P. 16(a)(1)(D).

(b) Material Discoverable Pursuant to Fed. R. Crim. P. 16.

(1) By the Government. The government shall disclose information described in Fed. R. Crim. P. 16(a)(1) within fourteen (14) days after the arraignment unless the parties agree on a different date or unless the defendant notifies the government within that time period and prior to receipt of such information that the defendant declines to receive that information.

(2) By the Defendant. The defendant shall disclose the information described in Fed. R. Crim. P. 16(b) within thirty (30) days after the arraignment unless the parties agree on a different date or unless the defendant has timely notified the government pursuant to LCrR 16.1(b)(1) that the defendant declines reciprocal discovery.

(c) Electronic Communications. The government shall disclose any evidence suggesting that the government has intercepted the defendant's wire or electronic communications, as defined in 18 U.S.C. § 2510, within fourteen (14) days after the arraignment.

(d) Exculpatory and Impeachment Material. The government shall disclose any evidence material to issues of guilt or punishment within the meaning of Brady v. Maryland, 373 U.S. 83 (1963), and related cases, and any impeachment material as defined in Giglio v. United States, 405 U.S. 150 (1972), and related cases, at least twenty-one (21) days before trial. For good cause shown, the government may seek approval to disclose said material at a later time.

(e) Witness Statements. The government shall disclose any witness statements, as defined in Fed. R. Crim P. 26.2(f) and 18 U.S.C. § 3500, at least seven (7) days prior to the commencement of the proceeding at which the witness is expected to testify unless the government determines that circumstances call for later disclosure as allowed by Rule 26.2 and 18 U.S.C. § 3500.

(f) Fed. R. Evid. 404(b) Material. The government shall disclose the general nature of any evidence that it intends to introduce pursuant to Fed. R. Evid. 404(b) at least seven (7) days prior to trial.

(g) Exhibits. The parties shall exchange and file exhibit lists at least seven (7) days prior to trial. Exhibits intended to be used solely for impeachment need not be listed. Objections to exhibit lists shall be filed on the day of trial. The parties shall deliver their exhibits to the clerk's office and a copy to each other at least one day before the start of evidence.

(h) Witness Lists. The parties shall exchange and file witness lists at least seven (7) days prior to trial. For good cause shown, either party may seek court approval to exchange witness lists at a later date.

(§§ (a)(2) and (d) amended 1/1/97; § (f) amended 1/1/06; § (a) added, former §§ (a) through (g) relettered accordingly, new § (d) amended 12/1/09).

16.2 Due Diligence and Duty to Supplement

Parties shall exercise due diligence in attempting to comply with their disclosure obligations. Parties shall supplement their disclosures whenever responsive information is discovered after the deadlines established under these rules.

16.3 Motions Seeking Routine Discovery

No motion seeking discovery covered by LCrR 16.1 shall be filed unless the opposing party has failed to comply with a written request for the discovery sought by the motion.

(Amended 1/1/97)

17.1 Subpoenas

(a) Request for Issuance. In all criminal matters in which the defendant is represented by a federal defender or by other court-appointed counsel, upon oral or written request of counsel for issuance of five or less subpoenas for a hearing or trial, the clerk shall issue such subpoena(s) without the necessity for an individual court order. A request for more than five subpoenas requires prior court approval.

(b) Service. Upon presentation to the United States Marshal of such a subpoena, the Marshal shall serve said subpoena in the same manner as in other criminal cases pursuant to Fed. R. Crim. P. 17(b).

(c) Payment. Subpoenas issued under subsection (a) are issued upon approval of the court. Therefore, whether the subpoena is served by the Marshal or by another individual, upon presentation to the United States Marshal of a properly executed claim form, certified by the federal defender, an assistant federal defender, or by the clerk upon affidavit of other court-appointed counsel (*see* 28 U.S.C. §1825), the Marshal shall pay the fees of the witness so subpoenaed as provided in Fed. R. Crim. P. 17(b).

17.1.1 Final Pretrial Conference

The court will hold a final pretrial conference approximately seven (7) days prior to trial.

24.1 Jury Selection

The parties shall file any requests for special voir dire no later than seven (7) days prior to trial.

26.1 [reserved]

(LCrR 26.1, Motions in Limine, relocated to LCrR 12.1(c) 1/1/08)

30.1 Jury Instructions

Parties shall file requests for jury instructions no later than on the first day of trial. The parties shall submit only instructions concerning the elements of the offense and unusual evidentiary matters. Requests for routine instructions are unnecessary and should not be filed. Supplemental requests may be filed at the close of the evidence or at such time during trial as the court reasonably directs.

32.1 Guideline Sentencing

(a) Generally. Sentencing shall occur without unnecessary delay, but no more than thirteen (13) weeks (ninety-one [91] days) following entry of a plea of guilty or nolo contendere, or a guilty verdict by a jury or the court, unless good cause is shown justifying sentencing at a later date. Any party filing a sentencing motion shall provide copies to all parties and the probation office. If the court delays sentencing, the date for disclosure of the presentence investigation report, filing of objections, and disclosure of a revised presentence investigation report shall be continued automatically.

(b) Presentence Investigation Report. The probation office shall prepare a presentence investigation report in every case unless the court finds that sufficient information exists in the record to enable the meaningful exercise of its sentencing authority pursuant to 18 U.S.C. § 3553. The probation office, during the presentence investigation, shall provide notice and a reasonable opportunity to defendant's counsel to attend any interview of the defendant.

(c) Written Version of Facts. No later than fourteen (14) days following a plea or verdict of guilty, the government shall provide the probation office with a written version of the facts of the case, including all relevant conduct. The government shall provide, at a minimum, the probation office with the same discovery materials it provided to the defendant. The prosecutor assigned to the case and the primary case agent shall make themselves reasonably available to the probation office to answer any inquiries.

(d) Disclosure of Presentence Investigation Report. No later than thirty-five (35) days prior to the scheduled sentencing date, the probation officer shall disclose the initial presentence investigation report to the parties. One copy shall be given to counsel for the government. Two copies shall be given to defense counsel, who shall give one copy to the defendant for review. Defense counsel shall ensure that the defendant has timely reviewed and understands the presentence report.

(e) Objections to Presentence Investigation Report. No later than fourteen (14) days after receiving the initial presentence report, counsel for the government and counsel for the defendant shall deliver to the probation officer, and to each other, written objections of fact or guideline application to the initial presentence report. If counsel has no objections, counsel shall so notify the probation officer in writing. Delivery of said objections shall be made by mail, in person, or by facsimile transmission. A party waives any objection to the presentence report by failing to comply with this rule unless the court determines that the basis for the objection was not reasonably available prior to the deadline.

(f) Revised Presentence Investigation Report and Addendum. If either party objects to the presentence report, the probation officer shall conduct such further inquiry as is necessary to attempt to resolve the objections raised. Such inquiry may involve further investigation as well as consultation with counsel. The probation officer shall make such revisions to the initial presentence report as are required by this further inquiry. The probation officer shall also prepare an addendum to the presentence report that shall address the objections raised by counsel and identify those issues that remain unresolved. The objections filed by counsel shall be attached to the addendum.

(g) Disclosure of Revised Presentence Investigation Report and Addendum. No later than seven (7) days prior to the scheduled sentencing date, the probation officer shall provide the revised

presentence investigation report and addendum to the court and the parties. One copy shall be given to counsel for the government. Two copies shall be given to defense counsel, who shall give one copy to the defendant for review. Defense counsel shall ensure that the defendant has timely reviewed and understands the revised presentence report as well as any addenda.

(h) Nondisclosure to Parties of Probation Officer's Recommendation. The probation officer shall also provide the court with a recommendation as to sentence. Such recommendation shall not be disclosed to the parties except in probation and supervised release revocation proceedings.

(i) Deviations. Any party requesting a departure under the sentencing guidelines and/or a variance must file a motion specifying the grounds for relief and legal authority for the departure and/or variance. This motion shall be filed no later than four (4) days prior to the scheduled sentencing, and a copy shall be served upon opposing counsel and the probation officer.

(§ (h) amended 1/1/97; § (i) added 1/1/00; §§ (d) and (g) amended 1/1/05; § (i) amended 1/1/08, 12/1/09)

32.2 Conditions of Probation and Supervised Release

The following are the standard conditions of probation and supervised release in this district:

1. the defendant shall not leave the judicial district without permission of the court or probation officer;

2. the defendant shall report to the probation officer and shall submit a truthful and complete written report within the first five (5) days of each month;

3. the defendant shall answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer;

4. the defendant shall support his or her dependents and meet other family responsibilities;

5. the defendant shall work regularly at a lawful occupation unless excused by the probation officer for schooling, training, or other acceptable reasons;

6. the defendant shall notify the probation officer at least ten (10) days prior to any change of residence or employment;

7. the defendant shall refrain from excessive use of alcohol and shall not purchase, possess, use, distribute, or administer any controlled substance or any paraphernalia related to any controlled substances, except as prescribed by a physician;

8. the defendant shall not frequent places where controlled substances are illegally sold, used, distributed, or administered;

9. the defendant shall not associate with any persons engaged in criminal activity and shall not associate with any person convicted of a felony unless granted permission to do so by the probation officer;

10. the defendant shall permit a probation officer to visit him or her at any time at home or elsewhere and shall permit confiscation of any contraband observed in plain view of the probation officer;

11. the defendant shall notify the probation officer within seventy-two (72) hours of being arrested or questioned by a law enforcement officer;

12. the defendant shall not enter into any agreement to act as an informer or a special agent of a law enforcement agency without the permission of the court; and

13. as directed by the probation officer, the defendant shall notify third parties of risks that may be occasioned by the defendant's criminal record or personal history or characteristics, and shall permit the probation officer to make such notifications and to confirm the defendant's compliance with such notification requirement.

(§§ 6 and 7 amended 1/1/01)

32.3 [reserved] (Added 1/1/97)

32.4 Repayment of Financial Obligations

Repayment of financial obligations imposed by the court shall be applied in the following order: (1) assessment; (2) restitution; (3) fine principal; (4) cost of prosecution; (5) interest; (6) penalties; and (7) reimbursement of attorney's fees.

40.1 Commitment to Another District

The magistrate judge is designated to conduct all necessary proceedings with regard to Fed. R. Crim. P. 40, Commitment to Another District, and prepare any orders attendant thereto.

(Added 1/1/97)

44.1 Assignment of Counsel

(a) Appointments. If a defendant is financially unable to retain private counsel, the defendant shall file a financial affidavit. The court shall appoint counsel if the defendant is unable to afford counsel. However, the court may order partial or complete reimbursement of fees incurred.

The appointment will first be presented to the Federal Defender's office. If there is a conflict of interest or if the Federal Defender is otherwise unable to accept the appointment, counsel will be selected from the court's Criminal Justice Act (CJA) Panel.

(b) Filing of Voucher for Fees and Expenses. Counsel appointed under the CJA shall file their completed voucher for fees and expenses as soon as possible upon completion of services rendered but no later than forty-five (45) days from the date of disposition.

(c) Claim for Excess Fees and Expenses. If an appointed counsel's claim for fees and expenses exceeds the statutory limit, counsel shall file a motion requesting approval of the excess amount and outlining the reasons why such excess amount is justified. *See* CJA Panel Reference Manual, § 4.b.

(§ (c) amended 1/1/03)

44.2 [reserved] (Added 1/1/97)

44.3 Withdrawal of Appearances

Counsel must obtain leave of court to withdraw an appearance.

45.1 Computation of Time

Wherever in these rules reference is made to filing, time periods shall be determined in accordance with Fed. R. Crim. P. 45(a). All time periods running from the date of service shall be determined in accordance with Fed. R. Crim. P. 45(a) and (c). Rule 45(c) does not apply to time periods calculated from the date of filing.

(Added 1/1/03; amended 12/1/09)

46.1 Conditions of Bail

Any items surrendered as a condition of bail shall be returned only pursuant to written order of the court.

48.1 Dismissal

The government shall file written dismissals or shall orally request dismissal of any counts left unresolved at the time of sentencing.

57.1 Release of Information in Criminal Cases

(a) By Counsel. Counsel shall not release or authorize the release of information or opinion in connection with pending or imminent criminal litigation if there is a reasonable likelihood that dissemination of such information or opinion will interfere with a fair trial or otherwise prejudice the due administration of justice.

Counsel participating in, or associated with, a pending criminal investigation shall refrain from making any extrajudicial statement, which a reasonable person would expect to be disseminated by any means of public communication, that goes beyond the public record unless the statement is necessary to inform the public that the investigation is underway, to describe the general scope of the investigation, to obtain assistance in the apprehension of a suspect, to warn the public of any dangers, or otherwise to aid in the investigation.

From the time of arrest, issuance of an arrest warrant, or the filing of a complaint, information, or indictment in any criminal matter, until the commencement of trial or disposition without trial, a lawyer or law firm associated with the prosecution or defense shall not release or authorize the release of any extrajudicial statement, which a reasonable person would expect to be disseminated by any means of public communication, relating to that matter and concerning:

(1) the prior criminal record (including arrest, indictments, or other charges of crime), or the character or reputation of the accused, except that the lawyer or law firm may make a factual statement of the accused's name, age, residence, occupation, and family status, and if the accused has not been apprehended, a lawyer associated with the government may release any information necessary to aid in the apprehension or to warn the public of any dangers which may be present;

(2) the existence or contents of any confession, admission, or statement given by the accused or the refusal or failure of the accused to make any statement;

(3) the performance of any examinations or tests or the accused's refusal or failure to submit to any examination or test;

(4) the identity, testimony, or credibility of prospective witnesses, except that the lawyer or law firm may announce the identity of the victim if the announcement is not otherwise prohibited by law;

(5) the possibility of a plea of guilty to the offense charged or a lesser offense; and

(6) any opinion as to the accused's guilt or innocence or as to the merits of the case or the evidence in the case.

The foregoing shall not be construed to preclude the lawyer or law firm during this period in the proper discharge of official or professional obligations from announcing the fact and circumstances of arrest (including time and place of arrest, resistance, pursuit, and use of weapons), the identity of the investigating and arresting officer or agency, and the length of the investigation; from making an announcement, at the time of seizure of any physical evidence other than a confession, admission or statement which is limited to a description of the evidence seized; from disclosing the nature, substance, or text of the charge, including a brief description of the offense charged; from quoting or referring without comment to public records of the court in the case; from announcing the scheduling or result of any stage in the judicial process; from requesting assistance in obtaining evidence; or from announcing without further comment that the accused denies the charges made.

A lawyer involved in the investigation or litigation of a matter may state without elaboration the general nature of the claim or defense; the information contained in a public record; and that an investigation

of the matter is in progress, including the general scope of the investigation, the offense or claim or defense involved and, except when prohibited by law, the identity of the persons involved.

During a jury trial of any criminal matter, including the period of selection of the jury, no lawyer or law firm associated with the prosecution or defense shall give or authorize any extrajudicial statement or interview relating to the trial or the parties or issues in the trial, which a reasonable person would expect to be disseminated by any means of public communication, if there is a reasonable likelihood that such dissemination will interfere with a fair trial, except that the lawyer or law firm may quote from or refer without comment to public records of the court in the case.

Nothing in this rule is intended to preclude the formulation or application of more restrictive rules relating to the release of information about juvenile or other offenders; to preclude the holding of hearings or the lawful issuance of reports by legislative, administrative, or investigative bodies; or to preclude any lawyer from replying to charges of misconduct that are publicly made against that lawyer.

(b) By Courthouse Personnel. All court supporting personnel, including among others, United States marshals, deputy marshals, court security officers, the clerk and deputy clerks, secretaries, law clerks, typists, court reporters, and employees or subcontractors retained by the court-appointed official reporters are prohibited from disclosing to any person, without specific authorization by the court, any information relating to a pending grand jury proceeding or criminal case that is not part of the public records of the court. This rule specifically forbids, but is not limited to, the divulgence of information concerning grand jury proceedings and arguments and hearings held in chambers or otherwise outside the presence of the public.

(Amended 1/1/97)

57.2 [Renumbered to LCrR 12.4(a) 1/1/03]

57.3 [Renumbered to LCrR 12.4(b) 1/1/03]

58.1 Procedure for Misdemeanors and Other Petty Offenses; Payment in Lieu of Collateral

The court adopts the Schedules for Forfeiture of Collateral as may be amended from time to time. Said schedules shall be maintained by the clerk for public inspection. Under these schedules, in suitable cases, the payment of a fixed sum in lieu of appearance may be accepted and the proceedings terminated.

(Added 1/1/97)

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APPENDIX OF FORMS, CRIMINAL

Criminal Form 1, Criminal Case Deadlines

NOTE: This chart is meant merely as a summary. Local and Federal Rules and orders in individual cases are controlling.

Criminal Case Deadlines
Amended Through December 1, 2009

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Statement identifying organizational victim. If corporation/partnership, disclosure statement.	LCrR 12.4	At initial appearance
Disclosure statement.	LCrR 12.4	At initial appearance
Arraignment held. Trial date set. If complex, court sets status conference.	LCrR 10.1 LCrR 10.2	
Post-arraignment meeting. Counsel confer to discuss discovery matters.	LCrR 10.3	Within 7 days after arraignment
Status conference held, if complex. Deadlines for discovery and dispositive motions set by court.	LCrR 10.2	Within 14 days after arraignment
Government discloses Fed. R. Crim. P. 16(a)(1) material.	LCrR 16.1(b)(1)	"
Government discloses electronic communications evidence.	LCrR 16.1(c)	"
Defendant discloses Fed. R. Crim. P. 16(b) material.	LCrR 16.1(b)(2)	Within 30 days after arraignment
Discovery motions due (except if complex).	LCrR 12.1(a)	"
Dispositive and evidentiary motions due (except if complex).	LCrR 12.1(b)	Not later than 21 days before trial
Government discloses Brady and Giglio material.	LCrR 16.1(d)	At least 21 days before trial
Government discloses witness statements.	LCrR 16.1(e)	At least 7 days before trial
Government discloses Fed. R. Evid. 404(b) material.	LCrR 16.1(f)	"
Parties exchange and file exhibit lists.	LCrR 16.1(g)	"
Parties exchange and file witness lists.	LCrR 16.1(h)	At least 7 days before trial

PROCEEDING, DOCUMENT, OR ACTION	RULE	DUE DATE
Motions in limine due.	LCrR 12.1(c)	Not later than 7 days before trial
Requests for special voir dire due.	LCrR 24.1	"
Final pretrial conference held.	LCrR 17.1.1	Approximately 7 days before trial
Operation of courtroom technology.	LR 83.14	5 days before hearing/trial make arrangements to train on court's systems if desired
Objections to exhibit lists due.	LCrR 16.1(g)	Day of trial (day jury drawn)
Objections to motions in limine due.	LCrR 12.1(c)	"
Requests for jury instructions due.	LCrR 30.1	Not later than day of trial
Parties file exhibits with the court.	LCrR 16.1(g)	1 day before start of evidence
Designation of exhibits for appeal.	LR 83.13(d)	14 days after service of Notice of Appeal if agreed upon; if not, 21days after filing for appellant and 14 days thereafter for appellee
If defendant pleads or is found guilty:		
Government provides written version of facts to Probation.	LCrR 32.1(c)	14 days after plea or finding of guilt
Probation discloses presentence investigation report.	LCrR 32.1(d)	35 days prior to sentencing
Parties file objections to report (or notice of no objection).	LCrR 32.1(e)	14 days after receipt of report
If applicable, Probation provides revised pre-sentence investigation report and addendum.	LCrR 32.1(g)	7 days prior to sentencing
Motions for deviation due.	LCrR 32.1(i)	4 days prior to sentencing
Sentencing held.	LCrR 32.1(a)	13 weeks (91 days) after plea or finding of guilt
Government dismisses unresolved counts.	LCrR 48.1	At time of sentencing
If CJA appointed counsel, file completed voucher for fees and expenses.	LCrR 44.1(b)	45 days after sentencing

(Added 1/1/97; amended 1/1/00; 1/1/01; 1/1/03, 1/1/04, 1/1/06, 1/1/08, 12/1/09)

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

United States of America

v. Criminal Case No. and Judge's Initials

_____
Defendant(s)

DISCLOSURE STATEMENT
LCrR 12.4 (a)

[This form is to be completed and filed only by parties that are nongovernmental corporations partnerships or limited liability companies. Check the appropriate box(es).]

❒ The filing party, a nongovernmental corporation, identifies the following parent corporation and any publicly held corporation that owns 10% or more of its stock:

- O R -

❒ The filing party, a partnership, identifies the following parent corporation and any publicly held corporation that owns 10% or more of the corporate partner's stock:

- O R -

❒ The filing party, a limited liability company (LLC), identifies the following parent corporation and any publicly held corporation that owns a 10% or more membership or stock interest in the LLC:

- AND/O R -

❒ The filing party identifies the following publicly held corporations with which a merger agreement exists:

- O R -

❒ The filing party has none of the above.

(Added 1/1/01; amended 1/1/03, 12/1/09)

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

United States of America

v. Criminal Case No. and Judge's Initials

_____
Defendant(s)

ORGANIZATIONAL VICTIM STATEMENT
LCrR 12.4 (b)

[This form is to be completed and filed by the government only when the victim of alleged criminal activity is an organization.]

The alleged victim in connection with the above-captioned case is the following organization: _____.

❒ The victim is a nongovernmental corporation and the government identifies the following parent corporation and any publicly held corporation that owns 10% or more of the victim's stock:

- O R -

❒ The victim is a partnership and the government identifies the following parent corporation and any publicly held corporation that owns 10% or more of the corporate partner's stock:

- O R -

❒ The victim is a limited liability corporation and the government identifies the following parent corporation and any publicly held corporation that owns a 10% or more membership or stock interest in the LLC:

- AND/O R -

❒ The government identifies the following publicly held corporation with which a merger agreement with the victim exists:

- O R -

❒ The victim has none of the above.

(Added 1/1/01; amended 1/1/03, 12/1/09)